

Department of the Army
Pamphlet 638-2

Casualty and Mortuary Affairs

Procedures for The Army Mortuary Affairs Program

Headquarters
Department of the Army
Washington, DC
23 June 2015

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SUMMARY of CHANGE

DA PAM 638-2

Procedures for The Army Mortuary Affairs Program

This major revision, dated 23 June 2015---

- o Changes the title of the pamphlet from Procedures for the Care and Disposition of Remains and Disposition of Personal Effects to Procedures for The Army Mortuary Affairs Program (cover).
- o Updates guidance to determine the disposition option for unclaimed human remains (para 4-10).
- o Updates guidance for special escort (paras 6-3 and 6-9).
- o Updates guidance for funeral, interment, and memorial service claims processing (para 8-5).
- o Includes guidance for Military Funeral Honors System (para 9-2).
- o Updates guidance on eligible recipients for internment flag and flag case (para 10-5).
- o Includes guidance for medically-evacuated personal effects (para 12-3).
- o Includes new guidance for preparation of remains and casket (appendix C).
- o Includes guidance for the Summary Courts-Martial Officer communications (appendix H).

Headquarters
Department of the Army
Washington, DC
23 June 2015

*Department of the Army
Pamphlet 638–2


Casualty and Mortuary Affairs

Procedures for The Army Mortuary Affairs Program

By Order of the Secretary of the Army:

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General, United States Army
Chief of Staff

Official:



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History. This publication is a major revision.

Summary. This pamphlet is to be used with AR 638–8 and AR 638–2. The pamphlet covers three important areas: (1) Provides general guidance and procedures applicable to disposition of remains and disposition of personal effects actions. This area also includes procedures for creating and maintaining individual deceased personnel files; (2) Provides guidance and procedures for the care and disposition of remains for active duty military personnel, Family members and dependents of active duty military personnel, certain Federal civilian employees, Family members and dependents of certain Federal civilian employees, certain retired military personnel, Family members and dependents of certain retired military personnel, and individuals who die on Army installations. Part

two also contains procedures for identifying remains, obtaining disposition instructions, preparation of remains, escort of remains for active duty military personnel, travel orders for funeral travel, claims adjudication and processing, military burial honors, and interment flags and cases; and (3) Provides guidance and procedures for the disposition of personal effects of deceased and missing soldiers, Government employees and contract personnel, certain Family members, and other civilians who are not subject to military law. It also provides procedures for appointing Summary Courts-Martial Officer (SCMO) and collection and disposition of personal effects.

Applicability. This pamphlet applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to all personnel who participate in the disposition of remains and personal effects process at unit, installation, and casualty assistance command levels. During mobilization, procedures contained in this pamphlet may be modified by the proponent.

Proponent and exception authority. The proponent of this pamphlet is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or

its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, Army Human Resources Center of Excellence (AHRC–PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400.

Distribution. This pamphlet is available in electronic media only and is intended for command levels B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, *page 1*

Purpose • 1–1, *page 1*

References • 1–2, *page 1*

Explanation of abbreviations and terms • 1–3, *page 1*

Organizational and functional relationships • 1–4, *page 1*

Disposition of remains process • 1–5, *page 1*

*This pamphlet supersedes DA Pam 638–2, dated 22 December 2000.

Contents—Continued

Disposition of personal effects process • 1–6, *page 1*
Defense Casualty Information Processing System • 1–7, *page 1*
Forms • 1–8, *page 1*
Policy and procedural assistance • 1–9, *page 2*

Chapter 2

Individual Deceased Personnel File, *page 2*

Purpose • 2–1, *page 2*
Procedures to create and maintain individual deceased personnel files • 2–2, *page 2*
Prepare the individual deceased personnel file • 2–3, *page 2*
Collect and file required documents • 2–4, *page 2*
Forward required documents • 2–5, *page 2*
Individual deceased personnel file retention • 2–6, *page 2*

Chapter 3

Identification of Human Remains, *page 2*

Purpose • 3–1, *page 2*
Types of identification • 3–2, *page 3*
Types of identification procedures • 3–3, *page 3*
Procedures to identify remains (casualty assistance center level) • 3–4, *page 3*
Obtain antemortem identification media • 3–5, *page 3*
Determine identification authority • 3–6, *page 3*
Coordinate visual recognition • 3–7, *page 4*
Statement of identification • 3–8, *page 4*
Report identification determination • 3–9, *page 4*

Chapter 4

Obtain Disposition of Human Remains Instructions, *page 8*

Introduction • 4–1, *page 8*
Procedures for the disposition of human remains • 4–2, *page 8*
Determine casualty and personnel status of the deceased • 4–3, *page 8*
Determine status of human remains • 4–4, *page 8*
Determine current location of human remains • 4–5, *page 9*
Determine the person authorized to direct disposition of remains • 4–6, *page 9*
Determine supporting casualty assistance center • 4–7, *page 9*
Brief disposition options and entitlements to the person authorized to direct disposition of remains • 4–8, *page 9*
Obtain disposition instructions • 4–9, *page 10*
Disposition instructions for unclaimed human remains • 4–10, *page 10*
Coordinate disposition instructions • 4–11, *page 10*
Input disposition instructions • 4–12, *page 10*

Chapter 5

Preparation of Human Remains, *page 19*

Introduction • 5–1, *page 19*
Procedures for preparation of human remains • 5–2, *page 19*
Verify mortuary service entitlement • 5–3, *page 19*
Determine the disposition option • 5–4, *page 19*
Obtain mortuary services • 5–5, *page 19*
Deliver clothing to the funeral home • 5–6, *page 20*
Inspect human remains • 5–7, *page 20*
Arrange and coordinate transportation • 5–8, *page 20*

Chapter 6

Escort of Remains, *page 25*

Introduction • 6–1, *page 25*

Contents—Continued

Decedents authorized an escort • 6-2, *page 25*
Types of escorts • 6-3, *page 25*
Procedures to administratively prepare the escort • 6-4, *page 25*
Obtain disposition instructions • 6-5, *page 25*
Determine type of escort • 6-6, *page 25*
Determine Casualty Assistance Center to provide escort • 6-7, *page 25*
Submission of special escort request • 6-8, *page 26*
Coordinate special escort request • 6-9, *page 26*
Administratively prepare escort • 6-10, *page 26*
Coordinate escort travel • 6-11, *page 27*
Escort standards of conduct • 6-12, *page 27*
Escort duties for casketed remains • 6-13, *page 27*
Escort duties for cremated remains • 6-14, *page 28*
Review escort report • 6-15, *page 28*

Chapter 7

Funeral Travel, *page 31*

Introduction • 7-1, *page 31*
Procedures for funeral travel • 7-2, *page 31*
Determine status of human remains • 7-3, *page 31*
Determine persons authorized to travel • 7-4, *page 31*
Determine travel entitlement • 7-5, *page 31*
Brief travel entitlement • 7-6, *page 31*
Determine travel order issuing authority • 7-7, *page 31*
Prepare the travel order • 7-8, *page 31*
Arrange travel to place of interment • 7-9, *page 32*
Process travel claims • 7-10, *page 32*

Chapter 8

Funeral, Interment, and Memorial Service Claims Processing, *page 32*

Introduction • 8-1, *page 32*
Mortuary-related expenses • 8-2, *page 32*
Authorized expenses • 8-3, *page 32*
Unauthorized expenses • 8-4, *page 32*
Procures for claims processing and adjudication • 8-5, *page 32*
Determine the deceased's casualty and personnel status • 8-6, *page 32*
Determine disposition option and cemetery type • 8-7, *page 33*
Review claim for proper documentation • 8-8, *page 33*
Adjudicate claim • 8-9, *page 33*
Monitor status of claim • 8-10, *page 33*

Chapter 9

Military Burial Honors, *page 33*

Introduction • 9-1, *page 33*
Military Funeral Honors System of Record • 9-2, *page 33*
Procedures for military burial honors • 9-3, *page 33*
Determine decedent's eligibility • 9-4, *page 34*
Coordinate honors • 9-5, *page 34*
Administratively prepare honors team • 9-6, *page 34*
Brief honors team leader • 9-7, *page 34*

Chapter 10

Procurement and Presentation of Interment Flags and Flag Cases, *page 35*

Introduction • 10-1, *page 35*
Procedures for procurement and presentation of interment flags and cases • 10-2, *page 35*

Contents—Continued

Procure and maintain interment flag and flag case stock • 10–3, *page 35*
Determine the casualty assistance center to provide flags and flag cases • 10–4, *page 35*
Determine eligible recipients for interment flag and flag case • 10–5, *page 35*
Present flag case • 10–6, *page 35*

Chapter 11

Summary Courts-Martial Officer for the disposition of personal effects, *page 36*

Introduction • 11–1, *page 36*
Requirement to appoint • 11–2, *page 36*
Summary Courts-Martial Officer criteria • 11–3, *page 36*
Appointing authority • 11–4, *page 36*
Prescribed duties • 11–5, *page 37*
Limitations • 11–6, *page 37*

Chapter 12

Collection of Personal Effects, *page 38*

Section I

Deceased Soldiers, page 38
Personal effects • 12–1, *page 38*
Death in a theater of operations • 12–2, *page 39*
Death in a military medical treatment facility • 12–3, *page 39*
Death aboard a military vessel • 12–4, *page 39*
Death aboard a military aircraft • 12–5, *page 39*
Separation of household goods • 12–6, *page 39*
Government property • 12–7, *page 40*
Personal effects retained by law enforcement authorities • 12–8, *page 40*
Sentimental personal effects • 12–9, *page 40*
Deceased civilians not subject to military law • 12–10, *page 40*
Inventory of personal effects • 12–11, *page 40*
Forms used to inventory personal effects • 12–12, *page 40*
Completion of DA Form 54 • 12–13, *page 41*
Security of personal effects • 12–14, *page 41*
Currency • 12–15, *page 41*
Cleaning of personal effects • 12–16, *page 41*
Pets and other animals • 12–17, *page 42*

Section II

Medically Evacuated Soldiers, page 42
Medically evacuated personal property • 12–18, *page 42*
Theater unit inventory official • 12–19, *page 42*

Chapter 13

Disposition of Personal Effects, *page 44*

Introduction • 13–1, *page 44*
Methods to dispose of personal effects • 13–2, *page 44*
Contesting the Person eligible to receive effects designation • 13–3, *page 44*
Delivery to the person eligible to receive the effects • 13–4, *page 44*
Sale of personal effects • 13–5, *page 44*
Destruction of personal effects • 13–6, *page 44*
Summary Courts-Martial Officer's summary letter to the person eligible to receive the effects • 13–7, *page 45*
Summary Courts-Martial Officer report • 13–8, *page 45*
Report missing personal effects • 13–9, *page 46*

Contents—Continued

Chapter 14

Transportation of Personal Effects, *page 51*

Regulatory guidance • 14–1, *page 51*

Funding • 14–2, *page 51*

Location of personal effects • 14–3, *page 51*

Personal effects not eligible for shipment • 14–4, *page 51*

Carrier tariffs • 14–5, *page 51*

Chapter 15

Multiple Death Incidents, *page 51*

Introduction • 15–1, *page 51*

Search and recovery of personal effects • 15–2, *page 51*

Personal effects collection point • 15–3, *page 52*

Procedures • 15–4, *page 52*

Forms • 15–5, *page 53*

Personal effects collection point report • 15–6, *page 53*

Chapter 16

Collection and Payment of Local Debts, *page 55*

Authority to pay and collect local debts • 16–1, *page 55*

Jurisdiction • 16–2, *page 55*

Collection of local debts procedures • 16–3, *page 56*

Payment of local debt procedures • 16–4, *page 56*

Notification of uncollected local debts • 16–5, *page 56*

Appendixes

A. References, *page 57*

B. Disposition of Remains Briefing Guide, *page 60*

C. Preparation of Remains and Casket, *page 73*

D. Standard Escort Briefing, *page 77*

E. Displaying the Flag on a Casket and Folding the Flag in Cocked Hat Design, *page 86*

F. Summary Courts-Martial Officer Briefing Guide, *page 89*

G. Summary Courts-Martial Officer Submission of Reports, *page 92*

H. Summary Courts-Martial Officer Communications, *page 93*

Figure List

Figure 3–1: DD Form 565, *page 5*

Figure 3–2: DA Form 2773, *page 6*

Figure 3–2: DA Form 2773—continued, *page 7*

Figure 4–1: CAO Briefing Checklist, *page 11*

Figure 4–1: CAO Briefing Checklist—continued, *page 12*

Figure 4–2: Disposition Letter CONUS, *page 13*

Figure 4–2: Disposition Letter CONUS—continued, *page 14*

Figure 4–3: Disposition Letter OCONUS, *page 15*

Figure 4–3: Disposition Letter OCONUS—continued, *page 16*

Figure 4–4: Sample DA Form 7302, *page 17*

Figure 4–5: DA Form 5330, *page 18*

Figure 5–1: DD Form 2063, *page 21*

Figure 5–1: DD Form 2063—continued, *page 22*

Figure 5–2: DD Form 2062, *page 23*

Figure 5–2: DD Form 2062—continued, *page 24*

Contents—Continued

Figure 6–1: Special Escort Request, <i>page 29</i>
Figure 6–2: DA Form 5329, <i>page 30</i>
Figure 11–1: Orders Convening Summary Courts-Martial, <i>page 38</i>
Figure 12–1: DA Form 54, <i>page 43</i>
Figure 13–1: PERE Letter, <i>page 47</i>
Figure 13–2: Certificate of Public Sale of PE, <i>page 48</i>
Figure 13–3: Certificate of Destruction of Effects, <i>page 49</i>
Figure 13–4: Interim Report on the Disposition of PE, <i>page 50</i>
Figure 15–1: Final PE Collection Point Report, <i>page 54</i>
Figure 15–2: Interim PE Collection Point Report, <i>page 55</i>
Figure B–1: Disposition of Remains Briefing, <i>page 62</i>
Figure B–1: Disposition of Remains Briefing—continued, <i>page 63</i>
Figure B–1: Disposition of Remains Briefing—continued, <i>page 64</i>
Figure B–1: Disposition of Remains Briefing—continued, <i>page 65</i>
Figure B–1: Disposition of Remains Briefing—continued, <i>page 66</i>
Figure B–1: Disposition of Remains Briefing—continued, <i>page 67</i>
Figure B–1: Disposition of Remains Briefing—continued, <i>page 68</i>
Figure B–1: Disposition of Remains Briefing—continued, <i>page 69</i>
Figure B–1: Disposition of Remains Briefing—continued, <i>page 70</i>
Figure B–1: Disposition of Remains Briefing—continued, <i>page 71</i>
Figure B–1: Disposition of Remains Briefing—continued, <i>page 72</i>
Figure D–1: Escort Briefing, <i>page 78</i>
Figure D–1: Escort Briefing—continued, <i>page 79</i>
Figure D–1: Escort Briefing—continued, <i>page 80</i>
Figure D–1: Escort Briefing—continued, <i>page 81</i>
Figure D–1: Escort Briefing—continued, <i>page 82</i>
Figure D–1: Escort Briefing—continued, <i>page 83</i>
Figure D–1: Escort Briefing—continued, <i>page 84</i>
Figure D–1: Escort Briefing—continued, <i>page 85</i>
Figure D–1: Escort Briefing—continued, <i>page 86</i>
Figure E–1: Flag Display on Casket, <i>page 87</i>
Figure E–2: How to Fold the United States Flag, <i>page 88</i>
Figure H–1: Non-PERE Parent, <i>page 94</i>
Figure H–1: Non-PERE Parent—continued, <i>page 95</i>
Figure H–2: PERE Parent, <i>page 96</i>
Figure H–2: PERE Parent—continued, <i>page 97</i>
Figure H–3: Release Statement, <i>page 97</i>
Figure H–4: Eldest Child Minor 45–day Letter, <i>page 98</i>
Figure H–4: Eldest Child Minor 45–day Letter—continued, <i>page 99</i>
Figure H–5: Executor 45–day Letter, <i>page 100</i>
Figure H–5: Executor 45–day Letter—continued, <i>page 101</i>

Glossary

Chapter 1 Introduction

1-1. Purpose

The purpose of this pamphlet is to provide practical guidance and procedures for unit commanders, Casualty Assistance Centers (CACs), Casualty Assistance Officers (CAOs), and Summary Courts-Martial Officers (SCMOs) charged with the care and disposition of remains and/or disposition of personal effects (PE).

1-2. References

See appendix A.

1-3. Explanation of abbreviations and terms

See the glossary.

1-4. Organizational and functional relationships

The Army should not become involved in Family or other civil disputes. CAC personnel must adhere to applicable Federal statutes and Army Regulations (ARs). CACs and Army installations play a pivotal role in the flow of information concerning the disposition of remains and PE to the Casualty and Mortuary Affairs Operations Center (CMAOC), other CACs and Army installations, person authorized to direct disposition of remains (PADD), person eligible to receive the effects (PERE), and other concerned parties. A CAC that obtains information from the PADD indicating another CAC has responsibility for a disposition of remains action must immediately advise the responsible CAC of that action. The CAC that discovers circumstances or evidence indicating the deceased or missing person had PE in more than one geographic location must advise the appropriate CAC or Army installation to appoint a SCMO for that PE.

a. Casualty Assistance Centers. CACs are installations or activities having a geographic area of responsibility (AOR) for reporting casualties and providing casualty assistance and mortuary affairs support. CACs also ensure a SCMO is appointed for the disposition of PE located within their geographic area. CACs and their geographic areas are established by AR 638-8. More than one CAC may be involved in the disposition of remains process for any one decedent; accordingly, terms have been established based upon each CAC's role in the disposition of remains process. It is also possible for one CAC to have two or more roles in the disposition of remains process.

b. Supporting installations. Supporting installations are Army installations located within a CAC's geographic AOR but are not an integral part of the CAC organization. The supporting installations provide local resources to assist the CAC.

1-5. Disposition of remains process

The disposition of remains process is a multifunctional process consisting of casualty notification, casualty assistance, and mortuary affairs actions. The process is dependent upon the coordination and cooperation of CAC and unit commanders, law enforcement activities, and medical authorities. The process contains many diverse and complex actions and issues that begin with the confirmed report of a fatality and do not end until all actions are completed. Disposition of remains policy is found in AR 638-2 and procedures are found in part 2 of this pamphlet.

1-6. Disposition of personal effects process

The disposition of PE process is a multifunctional process consisting of casualty notification, casualty assistance, mortuary affairs, and transportation actions. The disposition of PE is a complex issue closely related to but separate from the disposition of remains process. Disposition of PE policy is found in AR 638-2 and procedures are found in part 3 of this pamphlet.

1-7. Defense Casualty Information Processing System

The Defense Casualty Information Processing System (DCIPS) is a centralized Department of Defense (DOD) database system used by all branches of the military to account for and manage all reportable casualties and mortuary affairs in accordance with the Department of Defense instructions (DODI) 1300.18 and AR 638-8, memorandums, and other instructional policies. The reporting CAC obtaining notification of a deceased Service member from a primary source must enter information into DCIPS immediately. Data entries must be both timely and accurate.

1-8. Forms

For information purposes only, samples of completed forms most commonly used in the care and disposition of remains and PE have been included as figures in the chapter that first describes the form.

1–9. Policy and procedural assistance

Questions concerning disposition of remains policy and procedure should be referred to Commander, U.S. Army Human Resources Command (AHRC–PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5400.

Chapter 2 Individual Deceased Personnel File

2–1. Purpose

The official individual deceased personnel file (IDPF) is the Army’s record of disposition of remains, disposition of PE, and the documents supporting these actions. The field IDPF is the CAC record of disposition actions taken and the documents to support these actions. The IDPF is initiated upon receipt of a confirmed report that a fatality has occurred. Each CAC having an action in the disposition of remains process or disposition of PE process will create a field IDPF. Accordingly, creation and maintenance of the IDPF is a critical task for both the CAC and Commander (CDR), U.S. Army Human Resources Command (HRC), (AHRC–PDC).

2–2. Procedures to create and maintain individual deceased personnel files

The procedures to create and maintain an IDPF (in sequence) are—

- a. Prepare the file folder.
- b. Initiate, collect, copy, and file required documents.
- c. Forward required documents.

2–3. Prepare the individual deceased personnel file

The IDPF is initiated by preparing a letter-size file folder. For deceased personnel, the file folder is labeled with the name of the deceased, rank, DCIPS case number, date of death, place of death or incident and the Army Records Information Management System (ARIMS) file number. For deceased Family members and dependents, the sponsor’s name is also included on the file label. For missing personnel, the file folder is labeled with the missing person’s name, rank, DCIPS case number, date of incident, place of incident and the ARIMS file number.

2–4. Collect and file required documents

The CACs research, initiate, collect, copy, and file documents required for the field IDPF. The list of required documents is found in AR 638–2.

2–5. Forward required documents

The CAC that first obtains a document listed in AR 638–2, table 1–11, forwards the original of the document to reach the CDR, HRC (AHRC–PDC) within 10 days of the date the document was obtained.

2–6. Individual deceased personnel file retention

a. *Official individual deceased personnel file.* The official IDPFs created and maintained by CDR, HRC (AHRC–PDC) are retained for the year of creation and one more year in local files. At the end of the second year, the file is transferred to a Federal records center where it is retained permanently. (See AR 25–400–2.)

b. *Field individual deceased personnel file.* Field IDPFs are retained by the CAC for the year of creation and two more years. CAC IDPF is destroyed at the end of the third year (see AR 25–400–2).

Chapter 3 Identification of Human Remains

3–1. Purpose

Identification of human remains is a critical element in the disposition of remains process. Identification establishes that the remains of a specific individual has been recovered or a group remains determination has been made and initiates the disposition of remains process.

a. Ideally, human remains are identified based upon a favorable comparison of an individual’s antemortem records (identification media) and postmortem processing documents for the remains. Dental records, fingerprints, medical records (military and civil), and deoxyribonucleic acid (DNA) samples are the most commonly used identification media.

b. Too much reliance may be placed on visual recognition to identify the remains. Human remains that are burned, mutilated, or decomposed may not be recognizable, making visual identification questionable or impossible. Accordingly, the use of scientific identification procedures is required to definitively establish the identity of the remains.

Scientific identification processing precludes misidentification and establishes records and documentation to support the identification.

c. It is not always possible to individually identify all human remains recovered from a multiple death incident. In such a case, a group remains determination would be made. It is possible to have both individually identified portions for some or all individuals and to have group remains from a single multiple fatality incident. For example, teeth can be individually identified by dental radiographs or bone or tissue by DNA, yet there could be skeletal or tissue portions that cannot be individually identified.

3–2. Types of identification

a. *Individually identified human remains.* When it is scientifically concluded that the postmortem identification data compares favorably with the antemortem records of a named individual.

b. *Individually unidentified human remains.* When the conclusion shows that the identification data does not compare favorably with any known deceased or missing individuals.

c. *Group identified human remains-known.* When the conclusion shows that human remains are those of two or more known deceased that cannot be individually identified.

d. *Group identified human remains-unknown.* When two or more human remains cannot be individually identified and cannot be associated with any known deceased or missing individuals.

3–3. Types of identification procedures

There are two levels of human remains identification procedures: Service headquarters level procedures and CAC level procedures. Service headquarters level procedures are used in the identification of human remains recovered from past conflicts and certain current multiple fatality incidents (such as combat operations, air crashes, or terrorist attacks). CAC level procedures are used for single fatality and multiple fatality incidents when the Service headquarters determines CAC procedures are appropriate. The CAC level identification procedures are located in this pamphlet. Information concerning Service headquarters level procedures can be obtained from CDR, HRC (AHRC–PDC).

3–4. Procedures to identify remains (casualty assistance center level)

The CAC level procedures for the identification of human remains and to coordinate identification of human remains (in sequence) are—

- a. Obtain antemortem identification media.
- b. Determine identification authority.
- c. Coordinate visual recognition.
- d. Report identification determination.

3–5. Obtain antemortem identification media

a. *For military personnel.* The home station CAC is responsible for locating and providing the individual's military dental and medical records as required for identification of human remains. The home station CAC should request the decedent's dental and medical records as soon as the individual is reported as a fatality. In the event of a multiple fatality incident, the records of all persons involved in the incident (whether reported as deceased, deceased and human remains not recovered or missing) will be provided by the home station CAC to the identification facility.

b. *Reportable civilians.* The supporting CAC is responsible for locating and providing the deceased or missing person's civilian dental and medical records when required for identification of human remains. The supporting CAC will not request civilian dental and medical records unless instructed by CDR, HRC (AHRC–PDC).

c. *Commander, Army Human Resources Command.* In the event individually recovered human remains do not have a believed-to-be identity, CDR, HRC (AHRC–PDC) will compile a list of those persons who are unaccounted for in the geographic area where the human remains were recovered, and request dental and medical records from the appropriate records custodian. These records will be held until the person is returned alive or the person's remains are identified.

3–6. Determine identification authority

Remains may be identified by either civil or military authorities. The proper authority to identify human remains is dependent upon whether civil or military authorities have jurisdiction over the place where the human remains are located. The Army accepts the identification of human remains provided by appropriate civil authorities as prima facie valid.

a. *Civil authorities.* Human remains are identified by civil authorities when the remains are not within the jurisdiction of military authorities, such as off-post quarters, crime scenes, and civilian medical facilities. State laws vary but typically, human remains are identified by an employee of the medical examiner's office, coroner's office, or law enforcement agency.

b. *Military authorities.* Human remains are identified by military authorities when the remains are in their jurisdiction, such as on-post quarters, crime scenes, military hospitals, and U.S. Air Force port mortuaries. Military authorities

that may identify human remains are the Armed Forces Medical Examiner System (to include designated Regional Medical Examiners), law enforcement agencies, and unit commanders.

3-7. Coordinate visual recognition

Visual recognition of human remains must be done with extreme deliberation and care. The unit commander may identify human remains by visual recognition only when the remains' facial features are not disfigured. The commander's identification must be based upon a close and direct examination of the human remains by a person or persons who knew the decedent well (for example, roommate, squad leader, close friend). The visual recognition is recorded on DD Form 565 (Statement of Recognition of Deceased). A sample DD Form 565 is located at figure 3-1. DD Form 565 is an enclosure to DA Form 2773 (Statement of Identification).

3-8. Statement of identification

Upon receipt of identification from civil authorities or determination of identification by military authorities, the CAC completes DA Form 2773. The CAC indicates on the form the condition of the human remains and all means used to establish the identity of the remains. The name, address, and telephone number of the civil or military authority identifying the human remains will be entered in the "Narrative and Summary" portion of the form. All documents relating to the identification determination, such as the DD Form 565, are attached to the DA Form 2773. The approving official is the CAC chief or a designee in the rank of lieutenant colonel or higher (see AR 638-2). A sample of a completed DA Form 2773 is located at figure 3-2. The original DA Form 2773 and related documents are forwarded to CDR, HRC (AHRC-PDC) for inclusion in the official IDPF.

3-9. Report identification determination

The identification facility will report identification of human remains to the reporting CAC. The reporting CAC will notify the CAC providing casualty assistance to the PADD and CDR, HRC (AHRC-PDC) as soon as the remains are identified by the appropriate identification authority.

STATEMENT OF RECOGNITION OF DECEASED			
PRIVACY ACT STATEMENT			
AUTHORITY: 10 USC Sections 1481 through 1488, EO 9397, Nov. 1943 (SSN).			
PURPOSE AND USE: This form is used to establish initial identification of deceased personnel.			
DISCLOSURE: Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in improper identification of the deceased person and person making visual identification.			
1. TENTATIVELY IDENTIFIED DECEDENT			
a. NAME (Last, First, Middle Initial) (or Unidentified)	b. RANK	c. SSN	
Green, John L.	MSG	000-00-0000	
d. ORGANIZATION	e. SERVICE		
HHC, 1-99th Infantry Bn., Fort Powell, GA 23456	U.S. Army		
2. I HAVE PERSONALLY VIEWED THE REMAINS TENTATIVELY IDENTIFIED ABOVE. RECOGNITION IS BASED ON THE FOLLOWING.			
a. SEX	b. APPROXIMATE AGE (Years)	c. APPROXIMATE HEIGHT	d. RACE
Male	45	6 Feet	Caucasian
e. HAIR COLOR (If brown, indicate light or dark, as applicable)		f. BUILD/MUSCULARITY (Slender, medium, heavy or obese)	
Light Brown		Medium	
g. IDENTIFYING MARKS (Fully describe by type and location ALL known scars, tattoos, birthmarks, amputations or other body markings to support the identification.)			
He has a multi-color dragon tattoo on his left forearm and a scar on the underside of his chin.			
h. REMARKS			
MSG Green has been a friend of mine for over 12 months. I am certain the remains are those of MSG Green.			
3. DETAILS OF VIEWING			
a. DATE (YYYYMMDD)	b. TIME	c. PLACE	
20130115	1500 Hours	Becton Army Medical Center Ft. Powell, GA 23456	
4. PERSON MAKING VISUAL IDENTIFICATION			
a. NAME (Last, First, Middle Initial)	b. RANK	c. SSN	
Key, James W.	MSG	000-00-0000	
d. ORGANIZATION	e. SIGNATURE	f. DATE SIGNED (YYYYMMDD)	
HHC, 1-99th Infantry Bn., Fort Powell, GA 23456	<i>James Key</i>	20130115	
g. RELATIONSHIP TO DECEASED (CDR, ISG, Friend, Relative, etc.)	h. LENGTH OF TIME YOU KNEW DECEASED (Number of months or years)		
Friend	12 Months		
5. WITNESS			
I certify that the individual identified in Item 4 has viewed the remains in my presence, and that to the best of my knowledge and belief the above statements are true.			
a. NAME (Last, First, Middle Initial)	b. RANK	c. TITLE	
Jone, Jay J.	GS-12	Mortuary Officer	
d. ORGANIZATION	e. SIGNATURE	f. DATE SIGNED (YYYYMMDD)	
99th Infantry Division, Fort Powell, GA 23456	<i>Jay Jones</i>	20130115	

DD FORM 565, JUL 1998

PREVIOUS EDITION MAY BE USED.

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Figure 3-1. DD Form 565

STATEMENT OF IDENTIFICATION			
<small>For use of this form, see AR 638-2; the proponent agency is DCS, G-1.</small>			
NAME OF DECEASED (Last, First, MI)		GRADE	BRANCH OF SERVICE
Smith John T.		PFC	Army
DATE OF INCIDENT		20130115	
ORGANIZATION AND BASE		PLACE OF DEATH/INCIDENT	
Alpha Co. 1-99th Infantry Bn., Fort Powell, GA 23456		Range 127, Fort Powell	
CONDITION OF REMAINS (Describe briefly in Narrative below)			
<input checked="" type="checkbox"/> Recognizable	<input type="checkbox"/> Not Recognizable	<input type="checkbox"/> Commingled	<input type="checkbox"/> Mutilated
<input type="checkbox"/> Burned	<input type="checkbox"/> Decomposed	<input type="checkbox"/> Semi-Skeletal	<input type="checkbox"/> Skeletal
MEANS OF IDENTIFICATION (Check all appropriate boxes. Specify supporting data in Narrative below)			
<input type="checkbox"/> Fingerprint Comparison	<input type="checkbox"/> Footprint Comparison	<input checked="" type="checkbox"/> Dental Comparison	<input type="checkbox"/> Anatomical Comparison
<input type="checkbox"/> Skeletal Comparison	<input type="checkbox"/> Personal Effects	<input checked="" type="checkbox"/> Visual Recognition	<input type="checkbox"/> Identification Tag(s)
<input type="checkbox"/> Other (Explain in Narrative)			
ENCLOSURES			
<input checked="" type="checkbox"/> DD Form 565	<input type="checkbox"/> DD Form 890	<input checked="" type="checkbox"/> DD Form 891	<input type="checkbox"/> DD Form 892
<input type="checkbox"/> DD Form 893	<input type="checkbox"/> DD Form 894	<input type="checkbox"/> DD Form 587	<input type="checkbox"/> ID Card
<input type="checkbox"/> DD Form 369	<input type="checkbox"/> FD 258	<input type="checkbox"/> AF Form 137	<input type="checkbox"/> SF 603
<input type="checkbox"/> Dental X-Rays	<input type="checkbox"/> SF 66	<input type="checkbox"/> SF 83	<input type="checkbox"/> DD Form 2064
<input type="checkbox"/> SF 801	<input type="checkbox"/> Photo		
NARRATIVE AND SUMMARY (Continue on reverse or use additional sheets, if required)			
PFC Smith was visually identified by his roommate PFC Frank T. Smith, Alpha Co. 1-99th Infantry Bn., Fort Powell, GA 23456.			
A dental comparison was completed by DR. (MAJ) Tom S. Allan, 312 Dental Detachment, Fort Powell, GA 23456			

DA FORM 2773, AUG 2010

PREVIOUS EDITION IS OBSOLETE

Page 1 of 2
APD PE v1.0066

Figure 3-2. DA Form 2773

M		TAB	
NARRATIVE AND SUMMARY (Continued)			
SAMPLE			
RECOMMENDATIONS			
RECOMMENDATIONS PRESENTED			
TYPED NAME OF IDENTIFICATION SPECIALIST SFC Don Johnson		NAME AND ADDRESS OF INSTALLATION Alpha Co. 1-99th Infantry Bn Fort Powell, GA 23456	
TITLE OF IDENTIFICATION SPECIALIST Platoon Sergeant			
SIGNATURE OF IDENTIFICATION SPECIALIST <i>Don Johnson</i>		DATE 20130115	
RECOMMENDATIONS APPROVED			
To the best of my knowledge and belief, the statements made herein are correct and true.			
TYPED NAME OF APPROVING OFFICER Mr. John G. Smith		GRADE GS-12	NAME AND ADDRESS OF INSTALLATION Garrison CAC 123 Street, Building 5 Fort Powell, GA 23456
TITLE OF APPROVING OFFICER CAC Chief			
SIGNATURE OF APPROVING OFFICER <i>John G. Smith</i>		DATE 20130115	
DA FORM 2773, AUG 2010			
			Page 2 of 2 APD PE v1.00ES

Figure 3-2. DA Form 2773—continued

Chapter 4

Obtain Disposition of Human Remains Instructions

4-1. Introduction

Disposition instructions consist of the PADD's disposition of human remains option selection and the designated place of interment or inurnment. The disposition instructions have both legal and financial implications. Accordingly, CACs must follow the provisions of the applicable Army regulations and the procedures established by this pamphlet.

a. Disposition options. There are two types of disposition of remains options: Army-arranged and Family-arranged. The Army-arranged option is available only when the remains are—

- (1) In the Army's control or custody (such as a military hospital or remains evacuation channels).
- (2) In the custody or control of civil authorities (such as the county coroner or civilian medical facility). The Army-arranged option is not available when the Family has taken control or custody of the remains by contracting or releasing the remains to a funeral service provider.

b. The Army-arranged option. Under the Army-arranged option the Army is authorized to contract and arrange for the preparation, casketing, and transportation of the remains from the place of death to the place designated by the PADD. Included in this option is preparation of the remains (to include cremation arranged by the PADD) and a choice of a specification metal or hardwood casket, a cremation casket or urn (for cremated remains). Not included in this option are viewing the remains at the contract funeral home, funeral, or interment related services. Army policy and guidance concerning the Army-arranged option are located in AR 638-2.

c. Family-arranged option. The Family-arranged option prohibits the Army from contracting and arranging for the preparation, casketing, and transportation of the remains. All mortuary services and transportation of the remains will be arranged by the Family. Accordingly, Army representatives will not interfere with the Family's arrangements. If requested, the Army will ship or deliver, with the consent of the PERE, the decedent's uniform to the preparing funeral home. An escort to accompany the remains is required under the Family-arranged option. Army policy and guidance concerning the Family-arranged option are located in AR 638-2.

4-2. Procedures for the disposition of human remains

The procedures to obtain disposition instructions (in sequence) are—

- a.* Determine the casualty and personnel status of the deceased.
- b.* Determine the mortuary benefits.
- c.* Determine the status of the human remains.
- d.* Determine the current location of the remains.
- e.* Determine the PADD.
- f.* Determine the supporting CAC.
- g.* Brief disposition options and entitlements to the PADD.
- h.* Obtain disposition instructions.
- i.* Coordinate disposition instructions.
- j.* DCIPS data entries.

4-3. Determine casualty and personnel status of the deceased

a. Casualty status. Eligibility for mortuary benefits is based upon the individual's casualty status. Mortuary benefits and allowances are authorized only when the casualty status for the individual is deceased.

b. Personnel status. The decedent's personnel status determines the mortuary benefits provided by the Army. Personnel categories authorized mortuary benefits are established in AR 638-2 (see eligible decedents). An individual may qualify for mortuary benefits in more than one personnel category (For example, a Soldier's Family member or dependent may also be a civilian employee of the Army or a military retiree.) When an individual qualifies for mortuary benefits in more than one personnel status, the Army will provide the benefits authorized for each personnel status.

4-4. Determine status of human remains

- a.* The status of the human remains must be—
 - (1) Unrecovered.
 - (2) Recovered and individually identified.
 - (3) Recovered and not individually identified.
 - (4) Recovered and included in group remains.
 - (5) Recovered and portions individually identified and included in group remains.

(6) Nonrecoverable.

b. When the remains are recovered and individually identified, then request disposition instructions after determining the location of the remains.

c. When the remains are recovered but not yet individually identified, do not request disposition instructions until the remains are identified.

d. When the remains are not recovered, do not request disposition instructions from the PADD.

e. Disposition of remains for group remains will be arranged and coordinated by CDR, HRC (AHRC-PDC).

4-5. Determine current location of human remains

Remains are normally located at a civil authority (medical examiner) facility, medical treatment facility (MTF) (usually, a civilian or military hospital), or funeral home contracted by the decedent's Family. Location of the remains of persons whose death occurred off-post in accidents, suicides, or homicides can be determined by contacting the civil authorities at the place of incident. Location of remains of persons who die in military MTFs can be determined by contacting the facility's patient administrator.

a. If the remains are located at the local civil official's facility or MTF, then the PADD should be advised of the benefits and allowances available for both the Army-arranged and Family-arranged disposition options.

b. If the remains are located at a funeral home contracted by the decedent's Family, then only the benefits and allowances available through the Family-arranged option can be briefed to the PADD and provided.

c. The person briefing the disposition options and obtaining the disposition instructions must confirm the location of the remains with the PADD prior to requesting the disposition instructions.

4-6. Determine the person authorized to direct disposition of remains

Before requesting disposition instructions, the PADD must be determined. The authority to direct disposition of remains is established by Federal statute and AR 638-2.

a. The CMAOC determines the proper PADD by reviewing the information on the decedent's DD Form 93 (Record of Emergency Data), in the Defense Eligibility Enrollment System.

b. When all known persons in AR 638-2, paragraphs 4-4a(1) through 4-4a(12), relinquish disposition authority or cannot be identified or located, then the disposition of the remains are designate to another individual to direct disposition. This should be reviewed by the CMAOC. If the PADD wants to designate someone else to take on the PADD responsibilities, all persons entitled to be PADD, as designated in the order of precedence, must relinquish the authority. CMAOC will follow the State established order of precedence, if nobody can be found, the Secretary of the Army will make final disposition.

4-7. Determine supporting casualty assistance center

After the CMAOC determines the PADD, the CAC responsible to obtain disposition of remains instructions must be determined. The CAC responsible to obtain disposition of remains instructions is determined by identifying which CAC has responsibility for providing casualty assistance for the PADD's current location.

4-8. Brief disposition options and entitlements to the person authorized to direct disposition of remains

The disposition option and entitlement briefing must be presented to the PADD as quickly as possible. Additionally, the PADD and other Family members will have an emotional need "to do something." This need may cause the PADD or other Family members to prematurely contract a funeral home to prepare the remains, thus precluding the Army-arranged disposition option. Decisions made without an understanding of the mortuary services and benefits provided by the Army may cause a financial burden for the decedent's Family.

a. The CMAOC must quickly advise the supporting CAC of the casualty assistance requirement and advise the reporting CAC concerning which CAC is providing casualty assistance to the PADD. The reporting CAC must then quickly advise the supporting CAC whether or not there is an applicable mortuary service contract and the contract terms.

b. The mortuary affairs officer and CAO are responsible to explain disposition of remains options, casket choices, allowances, and other related entitlements to the PADD. The CAC providing casualty assistance to the PADD ensures the CAO is properly briefed and has the appropriate documents and forms. As a minimum, the briefing to the CAO must include an explanation of the Army- and Family-arranged options, maximum reimbursable allowances, choice of casket limitations, choice of urn information (when appropriate), and the funeral travel entitlement. A standard disposition of remains briefing is at appendix B. A sample checklist for briefing the CAO is located at figure 4-1.

c. The mortuary affairs officer or CAO provide the PADD with the mortuary affairs benefit letter. A sample letter for when the death occurs within the continental United States (CONUS) is located at figure 4-2. A sample letter for when death occurs outside of the continental United States (OCONUS) is located at figure 4-3.

4-9. Obtain disposition instructions

Disposition instructions must be obtained on DA Form 7302 (Disposition of Remains Statement) for active duty (AD) military personnel, those Soldiers who are continuously hospitalized from the date of discharge or retirement until the date of death, and Government civilian employees authorized mortuary services at Government expense. Disposition instructions must be obtained on DD Form 2065 (Disposition of Remains-Reimbursable Basis) for those persons eligible for mortuary services on a reimbursable basis. When the PADD intends to inter the remains OCONUS, the PADD acknowledges on DA Form 5330 (Release of Remains for Local Disposition (OCONUS)) that subsequent disinterment and re-interment is a personal matter and that the Army will not fund or assist with the disinterment or re-interment. Disposition instructions cannot be obtained telephonically from the PADD without prior approval of CDR, HRC (AHRC-PDC). The CAO should telephonically relay the disposition instructions to the CAC providing casualty assistance after the DA Form 7302 is completed and signed by the PADD.

a. Completion of DA Form 7302.

(1) The CAC providing casualty assistance to the PADD completes blocks 1 through 5 of the DA Form 7302 from information obtained from DCIPS. The CAC must also annotate the correct maximum reimbursable allowances in block 6 for options 1 through 5 before providing the form to the CAO.

(2) The PADD selects a disposition option by initialing the appropriate option space found in block 6. The PADD selects casket and urn type by marking the selection in block 6. The PADD must also enter the name and address of the funeral home or other place designated by the PADD in the space in options 1 through 5 in block 6. The PADD signs in block 7e. The CAO dates the form in block 7a and completes blocks 7b and 7d, and signs in block 7c. A sample DA Form 7302 is located at figure 4-4.

(3) Option #5 of DA Form 7302 will be the only optioned briefed to the PADD when the Family arranges for the preparation of the remains prior to the PADD receiving the disposition options briefing.

(4) On occasion, the PADD may not want to be involved or is unable to provide disposition instructions. The PADD may relinquish disposition authority by completing the relinquishment statement in block 6. The PADD may not name the successor PADD.

b. Completion of DD Form 2065. The CAC providing casualty assistance to the PADD completes blocks 1 through 7 of the DD Form 2065 from information obtained from DCIPS. The CAC must also annotate the correct reimbursable payment to the Army in block 8, a, before providing the form to the CAO. The PADD selects a disposition option by entering the name and address of the funeral home or other place designated by the PADD in the space provided in option 1 (block 8, b.), II (block 9,b.) or III (block 10). The PADD provides a point of contact by completing blocks 11a through 11d. The PADD dates the form in block 11 e. and signs the form in block 11f.

c. Completion of DA Form 5330. The CAC providing casualty assistance to the PADD completes blocks 1 through 3 of the DA Form 5330 before providing the form to the CAO. The CAC obtains the information required for these blocks from DCIPS. The PADD signs and dates the form in the sponsor or next of kin (NOK) box in block 3. The CAO signs and dates the form in the witness box of block 3. A sample DA Form 5330 is located at figure 4-5.

4-10. Disposition instructions for unclaimed human remains

The CAC having custody of the unclaimed remains of a military retiree, indigent patient, or other person who dies on an Army installation, reservation, or activity will contact the CDR, HRC (AHRC-PDC) for instructions. The CAC will provide the CDR, HRC (AHRC-PDC) a memorandum for record indicating that all efforts to obtain disposition instructions from the PADD have been unsuccessful and that all efforts to release the remains to local civil authorities have also been unsuccessful. The CDR, HRC (AHRC-PDC), will provide disposition instructions to the CAC.

4-11. Coordinate disposition instructions

The CAC obtaining the disposition instructions is responsible for immediately coordinating disposition instructions and related actions, such as providing military burial honors, issuing invitational travel orders (ITOs), or preparing a special escort request with the appropriate CACs.

4-12. Input disposition instructions

The CAC supporting the PADD will input disposition instructions into DCIPS.

Disposition of Remains and CAO Briefing Checklist

1. Remains status
 - a. Location of remains
 - b. Remains in the custody/control of

2. Identification and condition of remains
 - a. Method of identification
 - b. Condition of remains
 - c. DCIPS entry

3. PADD and PERE determination
 - a. DD Form 93 review
 - b. Soldier's marriage certificate
 - c. Soldier's divorce decree
 - d. Ages of children verified
 - e. Parents' divorce decree
 - f. Custody decree
 - g. Age of parents verified
 - h. DCIPS entry

4. PADD notification

5. CAO assigned to PADD

6. CAO briefed
 - a. Disposition options
 - i. Army-arranged
 - ii. Family-arranged
 - b. Maximum reimbursable allowances
 - i. Primary care
 - ii. Secondary care
 - iii. Transportation of remains
 - c. Special escort restrictions
 - d. Casket selection procedures
 - e. Funeral travel entitlement
 - i. Authorized travelers
 - ii. Benefits
 - f. DA Form 7302
 - g. Relinquishment policy and form

Figure 4-1. CAO Briefing Checklist

Disposition of Remains and CAO Briefing Checklist (cont)

7. Disposition instructions received
 - a. 7302 signed and dated by PADD and CAO
 - b. Option block initialed by PADD
 - c. Casket type indicated
 - d. Urn type when remains are cremated
 - e. Name and address of funeral home and cemetery
 - f. DCIPS data entry
 - i. Disposition option
 - ii. Interment type
 - iii. Direct ship to
 - iv. Funeral home information
 - v. Cemetery information

8. Coordination of disposition instructions
 - a. Preparing CAC
 - b. Receiving CAC
 - c. Assistance CACs

Figure 4-1. CAO Briefing Checklist—continued



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX, KY 40122

AHRC-PDC

April 17, 2013

Mr. Thomas Smith
11221 Oak Street
Sparta, WI 54656-1712

Dear Mr. Smith:

Please accept my deepest sympathy in the loss of your son, SPC Smith. The Army desires to assist you in every way possible in the funeral arrangements.

You have a choice as to whether you want the Army to assume the responsibility for the preparation and shipment of the remains or whether you want to make these arrangements yourself.

If you desire the Army to make arrangements for the remains, you usually have a choice of caskets, metal sealer or hardwood non-sealer, depending on the condition of the remains and other factors. We will provide you the information you will need to make an informed choice. If information later becomes available that may prevent honoring your initial choice, you will be informed of the reason(s). In any instance, you will be informed before the remains are shipped to the funeral home of Government cemetery you selected of the type of casket provided.

Under an Army Assumed Option the remains will be processed and placed in a casket that meets Government specifications. They will then be transported, accompanied by a military escort to the funeral home of your choice or directly to any National or other Government cemetery in which grave space is available. Facilities for viewing the remains are not available at National or other Government cemeteries. The processing and shipping services will be provided at Government expense.

You will be paid an interment allowance to help defray interment expenses. Maximum allowance is (current allowance) if interment is in a civilian cemetery; maximum allowance of (current allowance) if consignment is made to a funeral home prior to interment in a Government cemetery; and a maximum allowance of (current allowance) if consigned directly to a Government cemetery. Your casualty assistance officer can provide information on availability of grave space in Government cemeteries.

If you select a family assumed option, you will be responsible for any processing and shipping at your expense from the place that has custody of your loved ones remains through and to the disposition location. This will require you to sign into a contract with a Funeral Home to arrange those services. Charges for services, transportation and merchandise that is selected through your servicing Funeral Home

Figure 4-2. Disposition Letter CONUS

will be an individual responsibility to you and will be paid to you on a reimbursement basis after all services have been rendered. Reimbursement for such charges will be based on the type of cemetery you select. If you choose a Civilian/Private Cemetery, the price cap will be (current allowance). However, if you select a National or Government Cemetery you will be held to a (current allowance) price cap.

If you desire your son's remains to be cremated, you must make coordination through a funeral home of your choosing for this service on a reimbursable basis.

Please express your desired disposition instructions by completing the enclosed DA Form 7302 (Disposition of Remains Statement). If you have questions, your casualty assistance officer will seek to provide information to help with your decision. In order to return your son's remains to you as quickly as possible, it is important that you sign and return the DA Form 7302 to your casualty assistance officer as soon as possible.

Sincerely,

Enclosure

John D. Smith
Casualty Operations Coordinator

Figure 4-2. Disposition Letter CONUS—continued



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX, KY 40122

AHRC-PDC

April 17, 2013

Mr. Thomas Smith
11221 Oak Street
Sparta, WI 54656-1712

Dear Mr. Smith:

Please accept my deepest sympathy in the loss of your son, SPC Smith. The Army desires to assist you in every way possible in the funeral arrangements.

The remains of your son will be returned to the United States on the first available aircraft after completion of the necessary mortuary services. Upon arrival at Dover Air Force Base, the remains will be further processed. After processing, your son's remains will be placed in a casket and transported, accompanied by a military escort, to the funeral home of your choice or directly to a Government cemetery. Because facilities for viewing the remains are not available at Government cemeteries, you may have them sent to a funeral home first. These services will be provided at Government expense. If you desire your son's remains to be cremated, you must make coordination through a funeral home of your choosing for this service on a reimbursable basis.

If you choose the Army-arranged option, you usually have a choice of caskets; metal sealer or hardwood non-sealer casket that meets or exceeds Government specification. Depending upon the condition of remains and other factors, the Army may be prevented in honoring your initial selection. If this happens, you will be informed of the reason(s).

You will be paid an interment allowance to help defray interment expenses. Maximum allowance is (current allowance) if interment is in a civilian cemetery; maximum allowance of (current allowance) if consignment is made to a funeral home prior to interment in a Government cemetery; and a maximum allowance of (current allowance) if consigned directly to a Government cemetery. Your casualty assistance officer can provide information on availability of grave space in Government cemeteries.

You will be advised of the arrival time of your son's remains at the final destination. Please do not set a funeral date until the Army has advised you of the scheduled arrival time of your son's remains at final destination. You will be informed and updated as transportation takes place.

Please express your desired disposition instructions by completing the enclosed DA Form 7302 (Disposition of Remains Statement). If you have questions, your

Figure 4-3. Disposition Letter OCONUS

casualty assistance officer will seek to provide information to help with your decision. In order to return your son's remains to you as quickly as possible, it is important that you sign and return the DA Form 7302 to your casualty assistance officer as soon as possible.

Sincerely,

Enclosure

John D. Smith
Casualty Operations Coordinator

Figure 4-3. Disposition Letter OCONUS—continued

DISPOSITION OF REMAINS STATEMENT	
For use of this form, see AR 638-2; the proponent agency is DCS, G-1.	
DATA REQUIRED BY THE PRIVACY ACT OF 1974	
AUTHORITY: Title 10 USC, Sections 1481 through 1488; EO 9397. PRINCIPAL PURPOSE: To record disposition of remains desired by the person authorized to direct disposition of remains (PADD). ROUTINE USES: By Department of Army to enable PADD to apply for authorized benefits. DISCLOSURE: Disclosure of requested information is voluntary; however, if not provided, benefits cannot be provided.	
1. NAME OF DECEASED (Last, First, Middle Initial) Williams, John R.	2. RANK OF DECEASED Captain
3. DCIPS CASE NUMBER 222 22 2222	
4. NAME OF PADD Mary A. Williams, 612 Oak Street, Spring Lake NC	
5. RELATIONSHIP TO DECEASED Wife	
6. DESIRED DISPOSITION OF REMAINS (Check and initial appropriate option)	
OPTION 1 <input checked="" type="checkbox"/>	The remains be prepared, dressed, casketed and transported to the funeral home named below with subsequent interment in a civilian cemetery. NAME AND ADDRESS OF FUNERAL HOME AND, IF KNOWN, CIVILIAN CEMETERY: Jones Funeral Home 121 Main Street, Spring Lake NC Cemetery: Mountain Ridge MY CHOICE OF CASKET IS: (Select one) <input type="checkbox"/> METAL <input checked="" type="checkbox"/> WOOD Reimbursement for interment expenses not to exceed \$ 9,000.00 (Initials) <i>MAW</i>
OPTION 2 <input type="checkbox"/>	The remains be prepared, dressed, casketed and transported to the funeral home named below with subsequent interment in a Government cemetery. NAME AND ADDRESS OF FUNERAL HOME AND GOVERNMENT CEMETERY: MY CHOICE OF CASKET IS: (Select one) <input type="checkbox"/> METAL <input type="checkbox"/> WOOD Reimbursement for interment expenses not to exceed \$ 6,000.00 (Initials)
OPTION 3 <input type="checkbox"/>	The remains be prepared, dressed, casketed and transported direct to Government cemetery named below. NAME AND ADDRESS OF GOVERNMENT CEMETERY: MY CHOICE OF CASKET IS: (Select one) <input type="checkbox"/> METAL <input type="checkbox"/> WOOD Reimbursement for interment expenses not to exceed \$ 2,500.00 (Initials)
OPTION 4 <input type="checkbox"/>	The remains be prepared, dressed, casketed, and transported to the funeral home named below with subsequent cremation at Government expense, arranged by the person with legal authority at the final destination. NAME AND ADDRESS OF FUNERAL HOME AND CEMETERY: <input type="checkbox"/> I INTEND TO RETAIN POSSESSION OF THE CREMATED REMAINS. MY CHOICE OF CASKET IS: (Select one) <input type="checkbox"/> METAL <input type="checkbox"/> WOOD MY CHOICE OF URN IS: (Select one) <input type="checkbox"/> BRONZE <input type="checkbox"/> WOOD Reimbursement for interment expenses not to exceed amounts in options 1 and 2 depending on interment in a civilian or Government cemetery. The reimbursable amount when the cremated remains are retained and not interred is the same as for option 2. (Initials)
OPTION 5 <input type="checkbox"/>	I desire to make all arrangements. Release remains to the following funeral home. NAME AND ADDRESS OF FUNERAL HOME: Reimbursement for casket, preparation of remains, and interment in a private cemetery \$ 10,500.00 Reimbursement for casket, preparation of remains, and interment in a government cemetery \$ 9,000.00 Reimbursement of transportation charges for transportation of remains not to exceed amount it would have cost the Government to transport the remains. The reimbursable amount when the cremated remains are retained and not interred is the same as for Government cemetery. (Initials)
OPTION 6 <input type="checkbox"/>	I, the undersigned, having the paramount right and responsibility to direct the disposition of the remains, HEREBY RELINQUISH MY RIGHTS to direct the disposition of the remains. I understand that the right to direct disposition of the remains will pass to the next person in order of precedence. I also certify that I have the legal right to make this authorization and release the U.S. Army, its officers, agents and employees from any and all liability which may arise from this relinquishment. (Initials)
7. AUTHORIZATION: I, the undersigned, authorize the release of remains and desire disposition to be effected as indicated above.	
a. DATE (YYYYMMDD) 20130426	
b. TYPED OR PRINTED NAME OF WITNESS Peter C. Wright	d. TYPED OR PRINTED NAME OF PADD Mary A. Williams
c. SIGNATURE OF WITNESS <i>Peter C. Wright</i>	e. SIGNATURE OF PADD <i>Mary A. Williams</i>

DA FORM 7302, APR 2010

PREVIOUS EDITIONS ARE OBSOLETE.

APD PE v1.00

Figure 4-4. Sample DA Form 7302


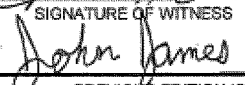
RELEASE OF REMAINS FOR LOCAL DISPOSITION (OCONUS) <small>For use of this form, see AR 638-2; the proponent agency is ODCSPER</small>		
1. I, <u>Charles A. Smith</u> request release of the remains of <small>(Name and Grade of Sponsor or Next of Kin (NOK))</small>		
<u>William A. Smith</u> , my <u>son</u> <small>(Name of Deceased) (Relationship)</small>		
<u>Fritz Pieta</u> for final disposition <small>(Name of local funeral director or cemetery)</small>		
<u>36 Beethoven STR, 67942 Meinheim, Germany</u> <small>(Location)</small>		
2. I hereby acknowledge that once the remains of my <u>son</u> <small>(Relationship)</small>		
<small>are released for final disposition, subsequent disinterment and/or shipment of the disinterred remains will not be arranged by, nor paid for by the Government, nor will the disinterred remains be shipped on military aircraft on a reimbursable basis. Information on disinterment and/or shipping costs may be obtained from the nearest US consulate or embassy where death occurred.</small>		
3. I understand that remains interred in civilian cemeteries in some countries are subject to disinterment after a period of time (determined by the cemetery officials) and may be disposed of without consulting me. I further understand that all arrangements at the cemetery are my sole responsibility.		
<small>TYPED NAME OF SPONSOR OR NOK</small> Charles A. Smith	<small>SIGNATURE OF SPONSOR OF NOK</small> 	<small>DATE</small> 13 JAN 13
<small>TYPED NAME OF WITNESS</small> John James	<small>SIGNATURE OF WITNESS</small> 	<small>DATE</small> 13 Jan 13
<small>DA FORM 5330, MAY 1999</small>		<small>PREVIOUS EDITION IS OBSOLETE</small>
<small>AFD FE v1.01ES</small>		

Figure 4-5. DA Form 5330

Chapter 5 Preparation of Human Remains

5-1. Introduction

Preparation of human remains consists of embalming, dressing, cosmetizing, and casketing the remains. Preparation of remains is a legal issue with possible religious and emotional ramifications. Accordingly, CACs must not deviate from the PADD's written disposition instructions when arranging for the preparation and transportation of the remains.

a. Authorized mortuary services and supplies. Preparation of remains include the mortuary services and supplies required to prepare and transport the remains; which includes the casket (see AR 638-2).

b. Mortuary service contract. The purpose of an Army Mortuary service contract is to provide a casket; and prepare and transport the remains to the place designated by the PADD. A mortuary service contract should specifically identify the services and supplies that are required by the Army to deliver the remains to the place designated by the PADD. The contract should not include services or merchandise that are not required by the Army or are authorized reimbursable funeral or interment expenses. The contracting officer must obtain the selected funeral provider's general price list (GPL) immediately after entering into the mortuary service contract.

5-2. Procedures for preparation of human remains

The procedures for the preparation of remains (in sequence) are—

- a.* Verify mortuary service entitlement.
- b.* Determine disposition option.
- c.* Obtain mortuary services.
- d.* Deliver clothing to the contract funeral home.
- e.* Inspect remains.
- f.* Arrange transportation to receiving funeral home.

5-3. Verify mortuary service entitlement

The CAC must verify the decedent's eligibility for mortuary services prior to acting upon the disposition instructions received from the PADD.

5-4. Determine the disposition option

The disposition option selected by the PADD determines the Army's role in the preparation of remains.

a. The Army prepares the remains only when the PADD selects one of the four Army-arranged options on DA Form 7302.

b. The Army does not prepare the remains when the PADD selects the Family-arranged option on the DA Form 7302 or when the PADD or other interested person has taken control or custody of the remains. The Army must not interfere with arrangements made by the PADD or other interested person or become involved with Family disputes concerning the preparation of remains.

c. Option #5 of DA Form 7302 will be the only optioned briefed to the PADD when the Family arranges for the preparation of the remains prior to the PADD receiving the disposition options briefing.

5-5. Obtain mortuary services

The CAC must comply with all Federal, Army, and local regulations and contract procedures.

a. There are two types of mortuary service contracts:

(1) *Requirements contract.* The requirements contract is used when a death occurs in the requirement's contract area of performance or it is cost effective to transport the remains from the place of death to the contractor's facility. DD Form 2063 (Record of Preparation and Disposition of Remains (Within CONUS)) is provided to the contractor by the contracting office at the time the mortuary services are ordered for the decedent. A sample DD Form 2063 is located at figure 5-1.

(2) *One-time purchase order.* The one-time purchase order is used when the CAC has no mortuary service requirements contract or when the death is outside the requirements contract's area of performance. DD Form 2063 is provided to the contractor by the contracting office at the time the mortuary services are ordered for the decedent.

b. Regional mortuary. Mortuary services are provided by regional mortuaries in some areas OCONUS. The contracting officer must obtain instructions from the CDR, HRC (AHRC-PDC) before contracting for mortuary services OCONUS. DD Form 2062 (Record of Preparation and Disposition of Remains (Outside CONUS)) is prepared by the Regional mortuary. A sample DD Form 2062 is located at figure 5-2.

5-6. Deliver clothing to the funeral home

The preparing/incident CAC will obtain a uniform, less shoes and hat (see AR 638-2) for the contract funeral home to dress the remains when possible or to be placed in the casket when the remains cannot be dressed. Distinctive unit head wear, such as Special Forces, Ranger, and Airborne berets may be provided. The beret will be rolled and placed in the hands of the deceased, not worn on the head. The preparing/incident CAC will purchase a uniform from the Army and Air Force Exchange Service or the Defense Procurement Supply Center. Commercial vendor brands may be used only when the Army and Air Force Exchange Service and Defense Procurement Supply Center brand items are not available. The preparing/incident CAC will use the most expeditious means available to deliver the uniform to the funeral home. Shipment of the uniform by an overnight delivery service may be paid from the Casualty and Mortuary Affairs Disposition of Remains (DOR) Specific Allotment.

5-7. Inspect human remains

The CAC is required to inspect the preparation of the remains before the remains are dressed and after dressing. Procedures to inspect the remains are located in appendix C. During the inspection, the CAC should confirm that the casket chosen by the PADD will be provided. Occasionally, the wood casket cannot be provided as the result of the remains emitting an odor that would disrupt the visitation or funeral service. When the PADD's casket choice cannot be provided, the CAC must advise the receiving funeral home and the PADD's CAO of the circumstances that preclude the casket chosen.

5-8. Arrange and coordinate transportation

Transportation schedules are time sensitive. Transportation schedules are usually issued by the reporting CAC several hours before the remains depart. Accordingly, there must be no delay in passing the transportation schedules to the interment CAC, the CAO, and the receiving funeral home. Efforts to reach the CAO and the receiving funeral home must continue until contact is made.

a. Arrange transportation. Transportation for the remains of eligible Soldiers as described in 10 USC 1481 and escort is arranged through the CAC. Transportation for the remains of Family members and dependents, retired military personnel, and Family members and dependents of retired military personnel is arranged by the preparing funeral home contracted by the PADD.

b. Coordinate transportation schedule. The reporting CAC will coordinate the transportation schedule with the receiving funeral home and the CAO for the PADD. Transportation of remains schedule includes the mode of transportation, departure time, and arrival time. When the remains are transported by air, air bill number, flight number, and all connecting flights are included in the transportation schedule.

RECORD OF PREPARATION AND DISPOSITION OF REMAINS <i>(Within CONUS)</i>						OMB No. 0704-0231 OMB approval expires Jan 31, 2014	
<small>The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 1155 Defense Pentagon, Washington, DC 20301-1155 (0704-0231). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</small>							
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 1.							
1. TO (Recipients and address authorized distribution) Commander U.S. Army Human Resources Command (AHRC-PDC) 1600 Spearhead Division Avenue Fort Knox, KY 40121-5405				2. NAME OF AUTHORITY ARRANGING PREPARATION Mortuary Officer, Ft. Powell, GA 23456-7800			
				3. RECEIVING FUNERAL HOME			
				a. NAME Smith, John L.			
				b. ADDRESS (Street, City, State and ZIP Code) 123 Green Tree Lane Red Oak, CA 11111			
4. REMAINS OF							
a. NAME (Last, First, Middle Initial) Green, John L.		b. GRADE/RANK MSG	c. SSN 123-45-6789		d. BRANCH OF SERVICE U.S. Army		
e. ORGANIZATION 1-99th Infantry Bn. Fort Powell, GA 23456		f. NAME OF PERSON DIRECTING DISPOSITION OF REMAINS Mary L. Green		g. ADDRESS OF PERSON DIRECTING DISPOSITION 1234 Big Tree Lane Red Oak, CA 11111			
h. RELATIONSHIP OF PERSON DIRECTING DISPOSITION Spouse			i. DATE OF DEATH (YYYYMMDD) 20130413		j. HOUR OF DEATH 1534		
k. CAUSE OF DEATH Cardiac arrest			l. PLACE OF DEATH Fort Powell, GA 23456				
MORTUARY DATA							
5a. REMAINS RECEIVED AT MORTUARY		b. EMBALMING STARTED		c. EMBALMING COMPLETED			
(1) DATE (YYYYMMDD) 20130413	(2) HOUR 16:15	(1) DATE (YYYYMMDD) 20130413	(2) HOUR 17:00	(1) DATE (YYYYMMDD) 20130413	(2) HOUR 19:20		
d. TYPE OF CASE						e. RECOMMEND FAMILY BE ALLOWED TO VIEW REMAINS (X one)	
<input type="checkbox"/> NOT AUTOPSIED	<input type="checkbox"/> MUTILATED	<input type="checkbox"/> NON-VIEWABLE	<input type="checkbox"/> OTHER (Specify)			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<input checked="" type="checkbox"/> AUTOPSIED	<input checked="" type="checkbox"/> VIEWABLE	<input type="checkbox"/> VIEWING QUESTIONABLE					
f. ARTERIES INJECTED		g. VEINS DRAINED		h. FLUID DILUTIONS			
(1) CAROTID	R	L	(5) ILIAC	R	L	(1) INDEX OF CONCENTRATED ARTERIAL FLUID 25%	
(2) SUBCLAVIAN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(6) FEMORAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(2) INDEX OF CONCENTRATED CAVITY FLUID 30%	
(3) AXILLARY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(7) RADIAL	<input type="checkbox"/>	<input type="checkbox"/>	(3) PREINJECTION FLUID 24.0 Oz. 1.0 Gal.	
(4) BRACHIAL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(8) ULNAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(4) 1ST INJECTION 5.0 Oz. 0.1 Gal.	
i. HARDENING COMPOUND USED (Lbs.) 0.00		j. DRAINAGE		(5) 2ND INJECTION 10.0 Oz. 1.0 Gal.			
		<input checked="" type="checkbox"/> CONTINUOUS	<input type="checkbox"/> RESTRICTED	(6) 3RD INJECTION 10.0 Oz. 1.0 Gal.			
		<input type="checkbox"/> INTERMITTENT		(7) 4TH INJECTION 20.0 Oz. 2.0 Gal.			
6. AREAS HYPODERMICALLY EMBALMED Abdominal and thoracic cavities and walls and buttocks.						k. TOTAL CONCENTRATED FLUID USED (Oz.)	
						(1) ARTERIAL 24.0	(4) HUMECTANT 15.0
7. PARTS RECEIVING POOR CIRCULATION AND HOW TREATED None						(2) CAVITY 10.0	(5) OTHER None
						(3) PREINJECTION 20.0	
8. RESTORATION TREATMENT (Describe, state reason if features not restored) N/A							
9. EXPLAIN ANY DELAY IN RECOVERY, AUTOPSY, PREPARATION, INSPECTION OR SHIPMENT OF REMAINS None							
EXPENSE DATA							
10a. EXPENSE AT PLACE OF DEATH: PREPARATION SERVICE OBTAINED BY (X one)							
<input checked="" type="checkbox"/> ANNUAL CONTRACT	<input type="checkbox"/> ONE-TIME CONTRACT						
(1) RECOVERY OF REMAINS		\$		(7) TRANSPORTATION OF REMAINS			
(2) METAL CASKET				(a) SHIPPING	\$ 50.00		
<input checked="" type="checkbox"/> STANDARD	(To include preparation of remains, hearse and related services)	\$ 1,300.00		(b) AIR	\$ 230.00	\$	580.00
<input type="checkbox"/> OVERSIZED				(c) HEARSE	\$ 300.00		
(3) NAME OF CASKET MANUFACTURER				(d) RAIL	\$		
				(8) TRANSPORTATION OF ESCORT			
(4) CLOTHING	\$ 120.17			(a) AIR	\$ 210.00		
(5) FLAG	\$ 28.80			(b) RAIL	\$	\$	378.30
(6) CREMATION	\$			(c) BUS	\$		
				(d) PER DIEM	\$ 168.30		
				(9) COMPLETE TOTAL		\$	2,407.27

DD FORM 2063, MAR 2011

PREVIOUS EDITION IS OBSOLETE.

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Figure 5-1. DD Form 2063

10b. INTERMENT EXPENSES					
(1) AMOUNT PAID 1,200.00	(2) PAYEE Smith Funeral Home, 123 Green Tree Lane, Red Oak, CA 11111				
(3) DATE OF PAYMENT (YYYYMMDD) 20130420	(4) VOUCHER NUMBER 456789	(5) CHECK NUMBER 3244478			
11. IF OVERSIZED CASKET IS USED, INDICATE REASON(S)					
12. PREPARING EMBALMER					
a. REMARKS No Issues					
b. TYPED NAME John L. Smith	b. SIGNATURE	c. LICENSE NUMBER 1234	d. STATE CA		
13. CONTRACTOR CERTIFICATION I certify that the supplies and services furnished meet the terms and specifications of the contract, and the remains and supplies should be in a satisfactory condition at final destination.					
a. TYPED NAME Smith Funeral Home	b. ADDRESS 123 Green tree Lane Red Oak, CA 11111	c. SIGNATURE	d. DATE SIGNED 20130420		
14. INSPECTION DATA (Remains, Casket and Shipping Container)					
			YES	NO	N/A
a. REMAINS (To be completed before remains are clothed)					
(1) Remains bathed to present a clean appearance			X		
(2) Face shaven; moustache, if any, and hairs protruding from nose and ears trimmed			X		
(3) Facial features and hands arranged to present a natural appearance			X		
(4) Fingernails clean and trimmed			X		
(5) Abrasions, wounds and incisions sealed to prevent drainage and leakage (Embalmer Initial)			X		
(6) Remains adequately preserved and disinfected (Embalmer Initial)			X		
b. REMAINS (To be completed during clothing and after casketing remains)					
(1) Identification tags with remains			X		
(2) Cosmetics applied to present a natural appearance of hands and face			X		
(3) Eyelashes, eyebrows and hair free of cosmetics			X		
(4) Hair styled (for female personnel)					X
(5) Restorative work appears natural			X		
(6) Proper underclothing placed on remains			X		
(7) Entire uniform clean, pressed and satisfactory in appearance and fit			X		
(8) Epaulet ends under collar; tie in place, buttons and belt properly fastened and decorations correctly placed			X		
(9) Remains present an appearance of repose in casket			X		
(10) Clearance between head and end of casket adequate			X		
(11) Non-viewable remains properly wrapped and secured in position					X
(12) Uniform placed over non-viewable wrapped remains					X
c. CASKET					
(1) Casket meets specifications			X		
(2) Interior and exterior of casket are clean and unmarred			X		
(3) Casket properly closed and/or sealed			X		
d. SHIPPING CONTAINER					
15. DATE SHIPPED TO CONSIGNEE (YYYYMMDD) 20130417			16. DEPARTMENT REPRESENTATIVE		
			X	a. I certify that the remains were inspected after embalming and/or reprocessing; and	
			X	b. after remains were clothed and placed in the casket.	
c. REMARKS					
d. TYPED NAME Jay J. Jone	e. GRADE GS-12	f. SIGNATURE	g. DATE SIGNED 20130417		
h. INSTALLATION Fort Powell, GA					
DD FORM 2063 (BACK), MAR 2011					
					Reset

Figure 5-1. DD Form 2063—continued

RECORD OF PREPARATION AND DISPOSITION OF REMAINS (OUTSIDE CONUS)				REPORT NUMBER 0001-13	Reports Control Symbol CSGPA-1744					
1. THRU: (Recipient(s) & Address Authorized Distribution) Mortuary Affairs 116 Purple Heart Drive Dover AFB, DE 19902		2. TO: (Recipient(s) & Address Authorized Distribution) U.S. Army Human Resources Command ATTN: (AHRC-PDC) Fort Knox, KY 40121-5405		3. FROM: U.S. Army Mortuary Affairs Activity Europe ATTN: Mortuary Officer APO AE 09242						
DECEDENT DATA										
4. REMAINS OF (Last Name, First, MI) Green, John L				5. GRADE/RANK MSG	6. SSN 123-45-6789					
7. BRANCH OF SERVICE <input checked="" type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> OTHER (Specify):										
8. CAUSE OF DEATH Cardiac arrest				9. PLACE OF DEATH Frankfurt am Main, Germany						
10. DATE OF DEATH (YYMMDD) 20130413		11. MEANS OF IDENTIFICATION (Complete and attach appropriate documentation) Visual recognition DD Form 565								
MORTUARY DATA										
12. REMAINS RECEIVED AT MORTUARY DATE (YYMMDD) 20130413		13. EMBALMING STARTED DATE (YYMMDD) 20130413		14. EMBALMING COMPLETED DATE (YYMMDD) 20130413						
HOUR 16:15		HOUR 17:00		HOUR 19:20						
15. EXPLAIN ANY DELAY IN RECOVERY, AUTOPSY, PREPARATION, INSPECTION OR SHIPMENT OF REMAINS										
16. TYPE OF CASE <input type="checkbox"/> NOT AUTOPSIED <input checked="" type="checkbox"/> AUTOPSIED <input type="checkbox"/> MUTILATED <input type="checkbox"/> VIEWABLE <input type="checkbox"/> NON-VIEWABLE <input type="checkbox"/> VIEWING QUESTIONABLE <input type="checkbox"/> OTHER (Specify)										
EMBALMING TREATMENT AND RESULTS										
17a. ARTERIES INJECTED		R	L	17b. VEINS DRAINED		R	L	c. FLUID DILUTIONS		
CAROTID		X	X	ILIAC		X	X	JUGULAR		Index of concentrated arterial fluid
SUBCLAVIAN				FEMORAL				AXILLARY		Index of concentrated cavity fluid
AXILLARY		X	X	RADIAL				ILIAC		Preinjection fluid: 24 oz. 1 gal.
BRACHIAL				ULNAR				FEMORAL		1st Injection 5 oz. 1 gal.
d. HARDENING COMPOUND USED (lbs) 0.00		e. DRAINAGE		<input checked="" type="checkbox"/> CONTINUOUS		f. Total concentrated fluid used (oz.)				
		<input type="checkbox"/> INTERMITTENT		<input type="checkbox"/> RESTRICTED		Arterial: 24.0 Preinjection: 20.0				
18. AREAS HYPODERMICALLY EMBALMED Abdominal and thoracic cavities and walls and buttocks.						Cavity: 10.0 Humectant: 15.0				
19. PARTS RECEIVING POOR CIRCULATION AND HOW TREATED None						Other:				
20. RESTORATION TREATMENT (Describe, state reason if features not restored) None										
21a. TYPED NAME OF PREPARING EMBALMER Jimmy A. Smith		b. SIGNATURE (Signed)		c. LICENSE NUMBER 1234		d. STATE CA				
SHIPMENT DATA										
22. SHIPPING PROCEDURES COMPLETED <input type="checkbox"/> UNIFORM FURNISHED <input type="checkbox"/> INCOMPLETE UNIFORM/CLOTHING				<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (Explain) <input type="checkbox"/> CIVILIAN CLOTHING <input type="checkbox"/> NO UNIFORM/CLOTHING FURNISHED		23. METHOD OF SHIPMENT <input checked="" type="checkbox"/> AIR <input type="checkbox"/> WATER <input type="checkbox"/> OVERLAND				
24. TYPE OF CASKET USED (When applicable) N/A		25. TRANSFER CASE NUMBER EU-1		26. SEAL NUMBER (When applicable) B-1111111, C222222, F3333333						
27. DATE SHIPPED FROM PREPARING MORTUARY 20130414		28. PORT OF ENTRY OR PLACE OF FINAL DESTINATION (If other than US Port of Entry) Dover Port Mortuary 116 Purple Heart Drive, Dover AFB, DE 19902								
29. DATE OF DEPARTURE FROM OR RELEASE IN COMMAND 20130415		30. CHECK ONE IF RELEASED IN COMMAND (Remains will be fully dressed and cosmetized) <input type="checkbox"/> PRIVATE COMMERCIAL SHIPMENT <input type="checkbox"/> LOCAL INTERMENT (Indicate City, Town and Country in Item 28)								
REIMBURSEMENT DATA										
31. TOTAL AMOUNT OF REIMBURSEMENT 0.00		32. NAME OF SPONSOR N/A								
33. DATE REIMBURSEMENT EFFECTED (Or action taken to obtain reimbursement) N/A										
34a. TYPED NAME OF MORTUARY OFFICER (Or other responsible person) Jimmy A. Smith, Mortuary Officer		b. SIGNATURE (Signed)								

DD FORM 2062, APR 84

EDITION OF APR 77 IS OBSOLETE

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Figure 5-2. DD Form 2062

35. PORT OF ENTRY Dover Port Mortuary, 116 Purple Heart Drive, Dover AF		36. DATE RECEIVED AT PORT OF ENTRY (YYMMDD) 20130416	
37. REMARKS OF PROCESSING EMBALMER AT POE (Cite deficiencies, recommendations for corrective action, and/or favorable comments as condition of remains) Satisfactory			
38. CASKET	a. <input checked="" type="checkbox"/> STANDARD	b. <input type="checkbox"/> OVERSIZE	c. NAME OF MANUFACTURER ABC Casket
39. CONTRACTOR'S CERTIFICATION (As applicable) I certify that the supplies and services furnished meet the terms and specifications of the contract; and the remains and supplies should be in a satisfactory condition at final destination.			
a. TYPED NAME OF PORT CONTRACT FUNERAL DIRECTOR		b. SIGNATURE	c. LICENSE NO. d. STATE
40. CHECK APPROPRIATE BLOCKS FOR ITEMS LISTED BELOW. IF BLOCKS CHECKED INDICATE AN IRREGULARITY, GIVE REASONS FOR SUCH IN BLOCK 37.			
			YES NO N/A
a. Condition of remains upon receipt at port			
(1)	Condition of transfer case or shipping container and casket satisfactory		X
(2)	Remains properly wrapped		X
(3)	Clothing, decorations and pertinent documents complete		X
(4)	Remains bathed to present a clean appearance		X
(5)	Face shaven; moustache, if any, and hair protruding from ears and nose trimmed		X
(6)	Facial features and hands arranged to present a natural appearance		X
(7)	Fingernails clean and trimmed		X
(8)	All orifices, abrasions, mutilations and incisions sealed to prevent drainage and leakage		X
(9)	Remains adequately preserved and disinfected		X
(10)	Identification tags with remains		X
b. Reprocessing of remains at port			
(1)	Cosmetics applied to present a natural appearance of hands and face		X
(2)	Eyelashes, eyebrows and hair free from cosmetics		X
(3)	Hair styled (for female personnel)		X
(4)	Restorative work appears natural		X
(5)	Proper underclothing placed on remains		X
(6)	Entire uniform clean, pressed and satisfactory in appearance and fit		X
(7)	Epulet ends under collar, tie in place, buttons and belt properly fastened and decorations correctly placed		X
(8)	Remains present an appearance of repose in casket		X
(9)	Clearance between head and end of casket adequate		X
(10)	Non-viewable remains properly wrapped and secured in position		X
(11)	Uniform placed over non-viewable wrapped remains		X
(12)	Recommend that family be allowed to view remains		X
(13)	Casket meets specifications; interior and exterior are clean and unmarred		X
(14)	Casket properly closed and/or sealed		X
(15)	Shipping container		X
41a. <input checked="" type="checkbox"/> I CERTIFY THAT THE REMAINS WERE INSPECTED AFTER REPROCESSING		b. <input type="checkbox"/> AFTER REMAINS WERE CLOTHED AND PLACED IN THE CASKET	
c. TYPED NAME Bill T. Brooks		d. GRADE GS-12	e. INSTALLATION OR DEPARTMENT REPRESENTATIVE Dover Port Mortuary
f. SIGNATURE (Signed)		g. DATE (YYMMDD) 130416	
42. DATE SHIPPED TO CONSIGNEE (YYMMDD)			
43. REMARKS (Indicate item reference number, when applicable) Item 40b. (7): Provided decorations for uniform.			

DD FORM 2062, Reverse, APR 84

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Reset

Figure 5-2. DD Form 2062—continued

Chapter 6 Escort of Remains

6–1. Introduction

A military escort is required to accompany remains from the place of death to the place designated by the PADD for final interment regardless of the option selected by the PADD on the DA Form 7302. The PADD may request in writing refusing an escort. In the event a civilian special escort is authorized, a military escort will also accompany the remains. It is essential that administrative preparation of the escort does not delay shipment of the remains. Accordingly, CACs must follow the provisions of AR 638–2 regarding escorts, and the procedures established by this pamphlet. Escort training is available through the HRC/CMAOC web site.

6–2. Decedents authorized an escort

An escort is required to accompany the remains of eligible Soldiers as described in 10 USC 1481, and Government civilian employees who die while deployed in a contingency operation. Escorts are not authorized to accompany the remains of Family members and dependents, retirees, and other Government civilian employees.

6–3. Types of escorts

a. Army-selected. The home station CAC selects an escort in accordance with the criteria established in AR 638–2. The CAC should comply with a unit commander's request to provide the escort when the unit and the preparing mortuary are in the same geographic area.

b. Special escort. A special escort may be civilian or military. However, the escort should be a close friend or relative of the Family, deceased Soldier or the PADD who is specifically requested by name by the PADD, to escort the remains. The CAC should not offer or encourage the PADD to request a special escort or act as one. The special escort request, approval, and coordination process can be lengthy and complex, which may cause delays in the shipping of remains. When the PADD requests a special escort, the CAC must advise the PADD that the special escort must meet the following criteria—

(1) Military death: A close relative (parent, sibling, or child) of the deceased or the PADD, who is a Servicemember of the U.S. Armed Forces, specifically requested by the PADD to act as a special escort.

(2) DOD or DA civilian death: A close relative (parent, sibling, or child) of the deceased or the PADD, specifically requested by the PADD to escort the remains to final destination. The CAC should not offer or encourage the PADD to request a special escort or act as one.

6–4. Procedures to administratively prepare the escort

The procedures to administratively prepare an escort (in sequence) are—

- a.* Obtain disposition instructions.
- b.* Determine type of escort.
- c.* Determine CAC to provide escort.
- d.* Submission of special escort request, if applicable.
- e.* Coordinate special escort request, if applicable.
- f.* Select escort.
- g.* Coordinate escort travel.
- h.* Brief the escort.
- i.* Review escort's travel voucher and DA Form 5329 (Escort Report).

6–5. Obtain disposition instructions

The supporting CAC obtains the disposition instructions from the PADD as prescribed in chapter 4.

6–6. Determine type of escort

The supporting CAC will review the disposition instructions and special escort request to determine the type of escort required.

a. Army-selected escort. If the PADD has selected the Army-arranged option and a special escort (military) has not been requested, then the CAC appoints an escort.

b. Special escort. If the PADD requested a special escort, the CAC receiving the special escort request will comply with the procedures in paragraph 6–8.

6–7. Determine Casualty Assistance Center to provide escort

- a. Within the United States.* The escorts for Soldiers who die within the United States are provided by the reporting

CAC. The escort will assume responsibility for the remains at the preparing funeral home and accompany the remains to the PADD's designated place of interment or inurnment. Remains are not escorted until released from the preparing funeral home.

b. Outside the United States. Escorts for Soldiers who die OCONUS are provided by the CAC having geographic responsibility for the preparing Armed Forces mortuary. For combat related deaths, the Home Station CAC will provide the escort. The escort will assume responsibility for the remains at the Armed Forces mortuary and accompany the remains to the PADD's designated place of interment or inurnment. Remains are not escorted prior to release from the Armed Forces mortuary.

6–8. Submission of special escort request

a. Preparation of request. The special escort request is normally received at the same time the written disposition instructions are received from the PADD. However, it can be made at any time before the remains are shipped. The CAC must ensure that the PADD is advised and acknowledges that transportation of the remains may be delayed while waiting for the special escort to travel to the preparing mortuary, and that there is no guarantee that the special escort will be available. This acknowledgement is recorded on a special escort request memorandum (see figure 6–1). At a minimum, the request must include the requested person's full name, social security number (SSN), date of birth relationship to the deceased, address, and telephone number. If available, the request should also include, for military personnel, their rank and unit.

b. Approval of a special escort request. Approval authority for a special escort request is the CDR, HRC (AHRC–PDC). Upon receipt of a properly submitted request, the CAC providing casualty assistance to the PADD will forward the request to the CMAOC for processing.

6–9. Coordinate special escort request

The approving authority will coordinate the special escort requirement.

a. Within the Casualty Assistance Center's geographic area. If the requested person is within the reporting CAC's geographic area, then the reporting CAC will administratively prepare and brief the special escort using the same procedures for an Army-selected escort.

b. Not within the Casualty Assistance Center's geographic area. If the requested special escort is not in the reporting CAC's geographic area, then the CMAOC will determine and coordinate with the CAC in whose geographic area the requested special escort is located. The CMAOC advises the reporting CAC, or port mortuary, of the special escort request and to hold the remains until the special escort arrives.

c. Sequence of events. The CAC responsible for the place where the requested person is located will contact the CMAOC as soon as the following events occur:

- (1) Request is approved or disapproved by the requested person's commander.
- (2) The requested person accepts/declines the mission.
- (3) The escort departs for the designated place.

d. Non-theater deaths. The CAC in which the requested special escort is located will administratively prepare the special escort's travel order and arrange travel to the preparing mortuary. The reporting CAC will make travel arrangements for the escort from the preparing mortuary, to the place designated by the PADD, and return to the place where travel began. The reporting CAC briefs the special escort using the same procedures for an Army-selected escort.

e. Theater deaths. The escort's home station CAC will provide orders for travel to the port mortuary. The port mortuary will cut orders for onward travel with the remains to the final interment or inurnment place as designated by the PADD and return to the escort's home station.

6–10. Administratively prepare escort

a. Pre-brief escort. The CAC providing the escort will brief the escort concerning escort duties, uniform requirements, travel arrangements and authorized expenses, and travel advance. A standard escort briefing is in appendix D.

b. Travel orders. The CAC providing the escort or in whose area the escort originates issues the escort's travel order and makes the escort's travel arrangements to the preparing mortuary. The escort is authorized per diem at the funeral home location requested by the PADD. Escorts are authorized rental cars when approved by CDR, HRC (AHRC–PDC) (see AR 638–2). A copy of the travel order is forwarded with the escort report to the CMAOC.

(1) When the escort is a Soldier or a civilian Government employee, a DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is prepared.

(2) When the escort is a civilian not employed by the Government, an ITO is prepared.

c. Funding. Army-selected and special escort travel and per diem expenses are paid from the Casualty and Mortuary Affairs Disposition of Remains (DOR) Specific Allotment. Those commanders, to include their designated representatives, who are authorized by the Commanding General (CG), HRC to obligate and commit funds from the Casualty and Mortuary Affairs DOR Specific Allotment, must coordinate with the CMAOC Casualty and Mortuary Affairs Branch

who will issue a General Funds Business Enterprise System (GFEBs) document number and will certify the funds availability on the escort's travel order. (See AR 638-2.)

d. Travel advance. The escort CAC arranges for the escort's travel advance when the escort does not have a Government sponsored travel credit card.

e. Brief duties. The reporting CAC briefs the escort on standards of conduct and duties as prescribed in paragraphs 6-13 and 6-14, as appropriate. The person briefing the escort will complete DA Form 7404 (Escort Briefing Checklist) at the time of the briefing. DA Form 7404 is available on the Worldwide Web at www.apd.army.mil.

f. Regular leave in conjunction with temporary duty. Any CAC preparing travel orders for escorts taking leave in conjunction with escort duty (temporary duty (TDY)) will attach a signed DA Form 31 (Request and Authority for Leave) to the escort's travel orders.

6-11. Coordinate escort travel

a. The CAC providing the escort will dispatch the escort to arrive at the place designated no later than 2000 hours of the day prior to the projected shipment of the remains.

b. The reporting CAC within the United States or the preparing military mortuary outside the United States (as appropriate) will assist the escort with billeting and make onward transportation arrangements for the remains and escort.

c. For theater specific cases, the Case Manager at CMAOC will activate the escort and send a escort activation memorandum to the Home station CAC giving guidance and instructions for the escort.

d. The escort will accompany the remains from the preparing mortuary to the funeral home location requested by the PADD. The escort will ensure that the funeral home, national cemetery, or PADD's representative acknowledges receipt of the remains. The escort will contact the CAO and relay any pertinent information concerning the remains and any incidents while en route.

e. Once the funeral home, national cemetery, or PADD's representative acknowledges receipt of the remains, the escort will return to home station as soon as practical and submit DA Form 5329 through the escort CAC to the CMAOC. The DA Form 5329 is due to the CMAOC no later than 10 days after the escort delivers the remains to the funeral home location requested by the PADD.

6-12. Escort standards of conduct

As an official representative of the Army, the escort's conduct must be above reproach and not discredit the Army.

a. The escort must be particularly sensitive to avoid the appearance of having an improper personal relationship with the surviving spouse or same-sex domestic partner as declared by the Soldier.

b. The escort may accept invitations to social functions not part of the funeral or interment service.

c. The escort must not accept gratuities and gifts.

d. The escort will not discuss the purpose of the travel with anyone other than the carrier's agents and representatives.

e. The escort will not discuss rumors, speculations or other unconfirmed reasons, cause, or circumstances of the incident surrounding the death with anyone.

6-13. Escort duties for casketed remains

a. Preparation of documents.

(1) The CAO is provided a copy of DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses) during the CAO duties briefing. Part I of DD Form 1375 will be completed by the CAC providing assistance to the PADD. Part II is completed by the PADD. The CAO assists the PADD in submitting the completed form and attached itemized funeral bills to the CAC where the interment occurred.

(2) DA Form 5329 is designed in three parts. Part I will be completed by the reporting CAC. Part II of the form is completed by the receiving funeral director. Part III of the form is completed by the escort. A sample of a completed DA Form 5329 is located at figure 6-2.

b. Accompanying and observing movement of casketed remains. The remains will be moved over land by funeral coach to destination or by mortuary vehicle to an air terminal for movement by air. The escort accompanies the remains whenever they are moved, regardless of the time of transfer.

(1) Ground transportation. The remains are normally moved feet first. When remains are being moved only by funeral coach, the escort drapes the casket with an interment flag and rides in the funeral coach with the remains when possible.

(2) Air transportation. The escort should observe all movement of the remains. An exception might occur when the remains are moved quickly from one flight to a connecting flight. The remains will always be carried feet first. When the remains are being moved up and down the belt loaders into or out of the aircraft cargo compartment, the head should be on the highest part of the incline. Once on the fixed-wing aircraft, the remains must be positioned with the head toward the nose of the aircraft. On all other vehicles and rotary-wing aircrafts, the remains are transported feet first. The interment flag is not draped on the air tray.

c. Notify changes in travel itinerary. When the original arrival time changes, the escort notifies the receiving funeral director and the reporting CAC of the new arrival time and the flight number of the airplane.

d. Inspect casket upon arrival at destination airport.

(1) The escort will accompany the remains to the receiving cargo area.

(2) The receiving funeral director should meet the flight.

(3) The escort inspects the shipping documents; confirms name and SSN of the decedent.

(4) The escort and receiving funeral director will remove the air tray and inspect the casket for damage in the presence of the air carrier's agent. Note any damage on the shipping document and DA Form 5329. The escort contacts the reporting CAC for further instructions when the casket is damaged. The escort drapes the casket with the interment flag prior to loading the casket in the funeral coach.

e. Accompany remains to destination. The escort accompanies the remains to the receiving funeral home in the funeral coach when possible. The escort may follow the funeral coach in a rental car only when prior approval has been obtained from CDR, HRC (AHRC-PDC).

f. Inspect casket and remains at the funeral home.

(1) Upon arrival at the receiving funeral home, the escort removes the interment flag from the casket and assists the funeral director to re-inspect the casket for damage. The escort annotates any damage to the casket on DA Form 5329. The funeral director will inspect the remains and complete part II of DA Form 5329. If the funeral director determines the remains require additional preparation, the escort will advise the funeral director to provide (in part II) a detailed statement concerning the condition of the remains and itemize the additional preparation, services, or merchandise that may be required. The escort then contacts the reporting CAC for instructions to repair or replace the casket or approve additional preparation of remains services.

(2) The escort and the CAO will inspect the uniform to ensure it is still in correct order and good condition. The escort annotates deficiencies on DA Form 5329 and contacts the reporting CAC for instructions if the uniform needs repair or cleaning.

g. Display the interment flag. The escort will assist in draping the interment flag on the casket as prescribed in appendix E.

6-14. Escort duties for cremated remains

a. Accompany remains. Cremated remains are transported in an urn, protected by a shipping box. The urn is hand carried by the escort. The urn must stay in the escort's possession at all times during the trip. The escort also carries the folded interment flag and documents. The interment flag is not draped on the shipping box.

b. Notify changes in travel itinerary. If the original arrival time changes, the escort notifies the receiving funeral director and the reporting CAC of the new arrival time and the flight number of the airplane.

c. Arrival at destination airport. The escort may be met by the receiving funeral director or a Family representative. If the escort is not met by the receiving funeral director or Family representative, the escort will contact the CAO prior to departing the airport. The CAO will arrange for a time and place for the escort to deliver the remains to the receiving funeral director or PADD.

d. Accompany remains to destination. The escort accompanies the remains to the receiving funeral home or other place designated by the PADD.

e. Inspect urn at the funeral home or place designated by the PADD. When the escort arrives at the receiving funeral home or place designated by the PADD, the escort and the receiving funeral director or Family representative will inspect the urn for damage. The escort will annotate any damage to the urn on DA Form 5329 and contact the reporting CAC for instructions concerning repairing or replacing the urn. The receiving funeral director or Family representative will then complete part II of DA Form 5329.

f. Display the interment flag. Advise the receiving funeral director that during the funeral services, the flag is folded in a cocked hat design and placed to the right of the urn (the observer's left facing the urn).

6-15. Review escort report

The reporting CAC and the CMAOC will review DA Form 5329 to identify systemic problems and recommended improvements in the disposition process.



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX, KY 40122

HRC-PDC-C

06 August 2013

MEMORANDUM FOR:

SUBJECT: Requesting Instructions for a Special Escort for the Remains of (Insert Name).

1. I fully understand there are two types of Army Funeral escorts: regular and special. The Army provides a regular escort of the same or higher grade of the decedent to escort the remains from Dover Mortuary or other preparing mortuary to the PADD's chosen funeral home. A special escort is someone other than a regular escort and is typically a close relative to the decedent.

2. Special escorts must be able to perform regular escort duties and are required to complete an Escort Report (DA Form 5329) upon completion of their duties. A special escort must have serviceable military uniform, if military, and is subject to command approval.

3. The use of a special escort may delay release of the remains to the funeral home, as additional coordination may be required to arrange approval and transportation of the special escort.

4. To request a special escort, the PADD must submit a signed statement with the following information :

- a. Name
- b. Branch of Service/Rank
- c. Unit Point of Contact /Number
- d. Relationship to soldier
- e. Contact number for escort

5. The point of contact for this memorandum is the undersigned at 502-613-XXXX.

(Signed)
HQDA Casualty Case Manager
Casualty and Mortuary Affairs Branch

Figure 6-1. Special Escort Request

ESCORT REPORT		
For use of this form, see AR 638-2; the proponent agency is DCS, G-1		
PART I - TO BE COMPLETED BY MORTUARY AFFAIRS OFFICER		
1. MORTUARY AFFAIRS OFFICER (Official Mailing Address) Mr. Robert B. Smith Fort Sill Casualty Assistance Center TAPD-PA Fort Sill, OK 99999		2. COMMERCIAL PHONE NO. (777) 555-1212
3. NAME OF DECEASED (Last, First, Middle) Reagan, Charles B.	4. GRADE SGT	5. DCIPS NUMBER 111-11-1111
6. NAME OF PERSON AUTHORIZED TO DIRECT DISPOSITION OF REMAINS Lawrence B. Reagan		7. RELATIONSHIP TO DECEASED Father
8. NAME AND ADDRESS OF RECEIVING FUNERAL HOME (Include ZIP Code) Jones and Son Funeral Home 111 Elm Street New Ulm, VA 22222		9. PHONE NO. (703) 555-1212
PART II - TO BE COMPLETED BY FUNERAL DIRECTOR		
10. CONDITION OF REMAINS UPON ARRIVAL AT FUNERAL HOME Satisfactory; additional cosmetics required.		
11. NAME AND TITLE Robert B. Jones	12. SIGNATURE <i>Robert B. Jones</i>	13. DATE 14 Jan 2013
PART III - TO BE COMPLETED BY ESCORT		
14. DATE AND TIME OF DEPARTURE FOR ESCORT DUTIES 20130114/0830		15. DATE AND TIME OF ARRIVAL AT DESTINATION 20130114/1145
16. CONDITION OF CASKET <input checked="" type="checkbox"/> NOT DAMAGED-ACCEPTABLE <input type="checkbox"/> DAMAGED IF DAMAGED, ACTION TAKEN TO RESOLVE.		
17. REMARKS Remains arrived in good condition. Ft. Lee CAC authorized additional cosmetic service.		
18. NAME AND GRADE OF ESCORT SFC Roger P. Williams	19. SIGNATURE <i>SFC Roger P. Williams</i>	20. DATE 14 Jan 13
21. REVIEWED BY MORTUARY OFFICER (Name and grade) Mr. Robert B. Smith, GS-12	22. SIGNATURE <i>Robert B. Smith</i>	23. DATE 14 Jan 13
DA FORM 5329, FEB 2009		APD PE v1.00
PREVIOUS EDITION IS OBSOLETE		

Figure 6-2. DA Form 5329

Chapter 7 Funeral Travel

7-1. Introduction

Federal statutes authorize certain relatives to attend the funeral of a deceased Soldier at Government expense. The statutes do not authorize the Soldier or other relatives to attend the funeral of the Soldier's Family member or a military retiree. The provisions for Government-paid travel expenses to attend the funeral of a Soldier must be explained to the PADD at the same time the disposition options are briefed. This entitlement may influence the PADD's disposition of remains decisions. Federal statutes establish the eligibility criteria and entitlements for Government-provided funeral travel. Accordingly, exceptions to policy cannot be considered or approved to provide funeral travel to unauthorized persons or to extend entitlements.

7-2. Procedures for funeral travel

The procedures to issue funeral travel orders and arrange funeral travel (in sequence) are—

- a. Determine status of human remains.
- b. Determine persons authorized to travel.
- c. Determine entitlement (such as transportation only or transportation and per diem).
- d. Brief travel entitlement.
- e. Determine travelers.
- f. Determine travel order issuing authority.
- g. Prepare travel orders.
- h. Arrange travel.
- i. Process travel claims.

7-3. Determine status of human remains

Funeral travel is authorized by Federal statute only when the remains have been recovered. Funeral travel is not authorized when the remains have not been recovered. Federal statutes authorize Government-paid travel to attend a memorial service whether remains are or are not recovered.

7-4. Determine persons authorized to travel

Before briefing disposition options or preparing a travel order, the persons authorized funeral travel must be determined. To determine the eligible persons, the home station CAC must determine the casualty and personnel status of the deceased and the decedent's Family structure (relationships). The entitlement to funeral travel is not transferable. If an authorized person declines the funeral travel or does not need to travel to attend the funeral, the travel entitlement cannot be transferred to another person. Persons authorized funeral travel are prescribed in AR 638-2.

7-5. Determine travel entitlement

Before preparing the travel order, the CAC must determine the travel entitlement authorized by Federal statute. To determine the travel entitlements, the CAC must establish the status of the human remains, time period, and geographic location of the incident in which the decedent died. Travel entitlements by human remains status, time period, and geographic location are located in AR 638-2.

7-6. Brief travel entitlement

The travel entitlement must be briefed to the PADD and any other persons authorized funeral travel. For the PADD, this briefing must be included in the mortuary service and disposition option briefing. For other authorized persons who do not live with the PADD, this briefing must take place as soon as the disposition instructions are received. The CAC obtaining the disposition instructions must immediately notify the CAC providing casualty assistance to other authorized persons.

7-7. Determine travel order issuing authority

Travel orders based upon the funeral of a current AD Soldier (see AR 638-8 for information on reportable personnel) are issued by the CAC providing casualty assistance to the person authorized funeral travel. Travel orders for attendance at the funeral of a Soldier killed during World War II, the Korean War, and the Vietnam War are issued by the CDR, HRC (AHRC-PDC).

7-8. Prepare the travel order

- a. *Non-Department of Defense civilian personnel.* The travel order for eligible travelers who are non-DOD civilian

personnel is prepared using the ITO format prescribed in the Joint Travel Regulation (JTR). Only one ITO is required when more than one person is traveling from the same place. However, the name, date of birth, and SSN of all travelers must appear on the ITO.

b. Department of Defense personnel. The travel order for DOD personnel is prepared using a DD Form 1610.

c. Funding. The CAC issuing the travel orders must certify the fund availability on the travel and per diem expenses for authorized funeral and unit memorial travel by contacting the CMAOC.

7-9. Arrange travel to place of interment

The travel order issuing activity coordinates the travel itinerary with the responsible interment CAC and the CDR, HRC (AHRC-PDC). The travel order issuing activity also arranges for all common carrier tickets.

7-10. Process travel claims

The travel order issuing activity provides all necessary forms and instructions for the travelers to submit their claims. The travel order issuing activity monitors the travel order claim status to ensure the claim is submitted, processed, and paid.

Chapter 8

Funeral, Interment, and Memorial Service Claims Processing

8-1. Introduction

The prompt and proper payment of funeral and interment claims is a critical part of the disposition of human remains process. Improper adjudication of claims can cause either an over- or underpayment. Overpayments are an improper expenditure of Government funds. Underpayments and delayed payments may cause an unnecessary financial burden for the decedent's Family. Accordingly, CACs must ensure the procedures contained in this pamphlet are carefully followed.

8-2. Mortuary-related expenses

Mortuary-related expenses are divided into three major categories: primary care (preparation), secondary care (funeral and interment), and transportation. Primary care includes those services and supplies used for the search, recovery, preparation, and casketing of human remains. Secondary care includes services and supplies used for the funeral and interment service; and memorial service in lieu of interment services for non-recoverable remains. Transportation refers to those services and supplies used to move the remains from one location to another.

8-3. Authorized expenses

A list of authorized primary care expenses is located in AR 638-2, table 1-1. A list of authorized secondary care expenses is located in AR 638-2, table 1-2. A list of authorized transportation expenses is located in AR 638-2, table 1-3.

8-4. Unauthorized expenses

Not every expense incurred in relation to a funeral is an authorized reimbursable expense from the interment allowance. Funeral and interment expenses must be directly related to a funeral product or service that is usual or customary for the Family's religious or ethnic group or in the local community. A list of unauthorized expenses is located in AR 638-2. CACs will refer questionable products and/or services to the CMAOC for determination of reimbursement authorization.

8-5. Procures for claims processing and adjudication

The procedures required to process and adjudicate funeral, interment, and memorial service claims (in sequence) are—

- a.* Determine the decedent's casualty and personnel status.
- b.* Determine the disposition option and cemetery type.
- c.* Review claim for proper documentation.
- d.* Adjudicate claim.
- e.* Monitor claim status.
- f.* Forward and file claim payment documentation.

8-6. Determine the deceased's casualty and personnel status

The first step in adjudicating the claim is to determine the decedent's casualty and personnel status. Eligibility for mortuary benefits is based upon the individual's casualty status. Only those persons whose casualty status is deceased are eligible for reimbursement of mortuary related expenses. The decedent's personnel status determines which

mortuary expenses are reimbursable by the Army. Personnel categories authorized reimbursement and the applicable reimbursable expenses are found in AR 638–2.

8–7. Determine disposition option and cemetery type

The second step in adjudicating the claim is to determine the disposition option and the type of cemetery used. If the Family took control or custody of the remains before the Army could brief the disposition options, only option #5 of DA Form 7302 will be used. However, if the Family has not taken control or custody, the disposition option and type of cemetery must be obtained from the DA Form 7302 signed by the PADD (see figure 4–4).

8–8. Review claim for proper documentation

The third step in adjudicating a claim is to determine if all of the required documents have been submitted. Claims must be submitted on a DD Form 1375 signed by the claimant and include all required documents. Claims that are submitted without a signed DD Form 1375 or are missing required documents will be held pending receipt of the missing documents. If the claimant does not provide missing documents within 15 calendar days, the claim will be returned to the claimant. A list of required documents is located in AR 638–2.

8–9. Adjudicate claim

Determine authorized reimbursable amount. To determine the maximum authorized reimbursable amount, the adjudicator must analyze the itemized receipts and bills submitted with the claim.

a. The adjudicator will annotate a “P” for primary care expenses, “S” for secondary care expenses and “T” for transportation expenses, or “U” for unauthorized expenses by each expense on the funeral bill or other receipt.

b. Using the claims adjudication program in DCIPS, the authorized expenses will be separated by type of allowance and totaled. In the event a claim must be manually adjudicated, use DA Form 7405 (Authorized Interment Expenses Worksheet).

c. The adjudicator will then compare the amounts charged on the funeral contract with the funeral home’s GPL. When the amount charged by the funeral home is greater than the funeral home’s published GPL, the adjudicator will contact the CMAOC for instructions.

d. The total of each type of allowance is compared to the maximum reimbursable amount for each allowance. The lesser of the actual total or the maximum reimbursable allowance is the authorized payment amount for the allowance. The three authorized allowance amounts are then totaled to determine the total authorized claim payment.

8–10. Monitor status of claim

The CAC will monitor the status of the claim from the date of interment or date of memorial service (non-recoverable remains only) until payment is received by the claimant. CMAOC Claims will review and process the claim via the GFEBs process and route the workflow through HRC G–8 and Defense Finance and Accounting Services (DFAS) for payment. The claimant should receive payment within 30 days from the received date at CMAOC.

Chapter 9 Military Burial Honors

9–1. Introduction

The CAC which has responsibility for the place of interment or memorial service (for non-recoverable remains only) is responsible for providing military burial honors support. The Army recognizes the importance of paying final tribute to reflect the personal pride and esteem placed upon military Service. It is, therefore, the Army’s policy to provide military burial honors at the interment service for military personnel (former and present). Commanders at all levels should respond to requests for military honors with priority and sensitivity.

9–2. Military Funeral Honors System of Record

The Military Funeral Honors (MFH) System of Record, formerly known as Tribute Assistance Planning Service, will be used by all Army components for entering missions. The MFH database is found at <https://arngg1.ngb.army.mil/Portal/>. Select the G1 orb, “Soldier Services,” and “Military Funeral Honors.” The user will select the appropriate link from MFR ARNG, MFR USAR, MFR IMCOM, MFR USAF, MFR CMAOC REPORTS. The CAC, Army Reserve, or Guard Unit providing the honors team is responsible for entering the mission. Use the information in paragraph 9–4b(1) and 9–4b(2) for eligibility and source documents used to enter missions in the MFH database.

9–3. Procedures for military burial honors

The procedures to coordinate and arrange military burial honors (in sequence) are—

- a.* Determine decedent’s eligibility.
- b.* Enter a mission into the MFH database.

- c. Coordinate honors.
- d. Administratively prepare honors team.
- e. Brief honors team leader.
- f. Arrange transportation and lodging.
- g. Brief honors team.

9-4. Determine decedent's eligibility

a. Persons authorized military burial honors. The following categories of personnel are authorized military burial honors; AD Soldiers, U.S. Army Reserve (USAR), and Army National Guard (ARNG) personnel who die while in a duty status; such as temporary tour of active duty, active training (AT), inactive-duty training, and initial active duty for training (IADT), retired military personnel and honorably discharged veterans. Full military burial honors must be provided for AD Soldiers, Retirees, and Medal of Honor recipients unless declined by the PADD.

b. Verify eligibility.

(1) Active Army, Reserve, and National Guard Soldiers. A casualty report or DCIPS verification is required to verify eligibility for AD Soldiers, USAR, and ARNG Soldiers in a duty status at the time of death. A statement of Service from the decedent's USAR or ARNG unit is required for Soldiers who do not die while in a duty status.

(2) Veteran or retiree. A person's eligibility for burial honors is verified by reviewing their discharge documents. Acceptable documents for verification are not limited to the DD Form 214 (Certificate of Release or Discharge from Active Duty) or DD Form 256A (Honorable Discharge Certificate). Other discharge documents issued by any of the Services prior to the use of DD Form 214 and DD Form 256A are acceptable. Telephonic verification that the funeral director has seen the original or certified true copies of the form or certificate is sufficient.

(3) Medal of Honor recipients. A Medal of Honor recipient's eligibility is verified by comparing the decedent's name with the Roster of Living Medal of Honor recipients periodically provided by CDR, HRC (AHRC-PDC). When the person's name appears on the roster, a photocopy of the certificate or order presenting the Medal of Honor is required to verify that the decedent is the recipient. These documents are compared to the decedent's discharge documents to ensure the decedent is the Medal of Honor recipient. Telephonic verification that the funeral director has seen the original or certified true copies of the certificate and order is not sufficient. When the person's name does not appear on the Roster of Living Medal of Honor Recipients, the CAC will refer the request to the CMAOC.

9-5. Coordinate honors

Upon receipt of disposition of remains instructions from the PADD, the CAC providing casualty assistance to the PADD will determine the CAC responsible for providing honors.

a. The CAC providing casualty assistance to the PADD will immediately provide the honors CAC—

- (1) Decedent's name, rank, and SSN or Service number, as appropriate.
- (2) Receiving funeral home's name, address, and telephone number.
- (3) Projected shipping date of the remains.

b. When the home station CAC elects to provide the honors team, the home station CAC will coordinate the transfer of the honors responsibility from the receiving CAC to the home station CAC.

c. Request for veterans Funeral Honors will be coordinated by the Army National Guard, Army Reserve Unit, or CAC receiving the request from the NOK.

9-6. Administratively prepare honors team

a. Pre-brief honors team leader. The CAC providing honors will brief the honors team leader concerning—

- (1) General description of military honors.
- (2) Uniform requirements.
- (3) Travel arrangements and authorized expenses.
- (4) Travel advance.
- (5) Presentation of interment flags and cases.

b. Travel orders. The installation providing the honors team issues the honors team's travel order and makes the honor team's travel and billeting arrangements to the appropriate location.

c. Funding. The honors team's travel and per diem expenses are paid from the installation's operation and maintenance, Army funds.

9-7. Brief honors team leader

The CAC briefs the honors team leader concerning the date, time, and place the honors will be performed. The honors team leader will also be advised of the decedent's significant achievements (such as valor awards) and participation in historically significant events (such as the Bataan Death March). The team leader will receive a list of recipients of the

interment flags and cases and be advised not to entrust an authorized recipient's flag and case with another relative or person.

Chapter 10

Procurement and Presentation of Interment Flags and Flag Cases

10-1. Introduction

The interment flag and flag case are critical elements of the military burial honors performed at funeral, interment, or memorial services. The CAC providing honors must ensure that interment flags and flag cases are presented to authorized recipients as part of the interment or memorial service (for non-recoverable remains only, see para 9-1).

a. Interment flag description. The interment flag is a U.S. flag measuring 5 feet by 9.5 feet. The national stock number for the interment flag is 8345-01-334-6025.

b. Hardwood flag case description. The hardwood flag case is a premium quality presentation case for the interment flag. The case is triangular with a hinged wood lid. A premium quality brass medallion of the Army seal is affixed to the exterior lid. The interior of the lid has a black velvet insert suitable for displaying rank insignia, awards, and skill badges if the recipient chooses to do so utilizing their personal funds. The flag case may be constructed of solid walnut, cherry, or Honduras mahogany wood, or of a hardwood with a walnut, cherry, or Honduras mahogany veneer. The case comes with a brass plate suitable for engraving and screws for mounting the plate to the case to be accomplished by the recipient. Only the Service seal will adorn the outside of the hardwood flag case for presentation or delivery to the proper recipient. Service accoutrements (for example, ribbons, badges, pins, rank insignia) will not be affixed to the inside cover of the flag case.

10-2. Procedures for procurement and presentation of interment flags and cases

The procedures required to procure and present interment flags and flag cases (in sequence) are—

- a.* Procure and maintain flag and flag case stock.
- b.* Determine decedent's flag eligibility.
- c.* Determine which CAC will provide interment flag and case.
- d.* Determine eligible flag case recipient.
- e.* Present or deliver flag case.
- f.* Reflect in DCIPS entry.

10-3. Procure and maintain interment flag and flag case stock

a. Procure interment flags. The CAC will procure interment flags from their normal installation requisition and supply channels.

b. Procure flag cases. The CAC will procure interment flags from their normal installation requisition and supply channels.

c. Multiple fatality incidents. The CMAOC will monitor interment flag and flag case requirements in multiple death incidents

10-4. Determine the casualty assistance center to provide flags and flag cases

a. Interment flag. The reporting CAC will send one flag with the remains. Other authorized flags will be provided by the honors CAC.

b. Flag case. The honors CAC will provide all of the authorized flag cases.

10-5. Determine eligible recipients for interment flag and flag case

Eligible interment flag and flag recipients are established by 10 USC 1482. The statutes authorize an interment flag be presented to the PADD and the presentation of flags to eligible Family members of the decedent. It is current CMAOC policy that each recipient will receive a wooden flag case and vinyl case. When the Soldier's parents are married and reside together, they are authorized only one interment flag and flag case. When the Soldier's parents are legally separated or divorced, each parent is authorized an interment flag and flag case. The statute also authorizes a flag to be presented to each child of the decedent. CAC providing honors will give priority to presenting flags and flag cases to authorized recipients attending the interment or memorial service (non-recoverable remains only) over delivering or shipping flags and flag cases to authorized recipients not attending the service.

10-6. Present flag case

a. Interment flags and flag cases authorized for presentation will be provided by the honors CAC. Flag cases will be presented by the honors team leader to those authorized recipients attending the service. The honors CAC will ship or deliver, as appropriate, interment flags and flag cases to authorized recipients who did not attend the service. To

prevent duplicate or improper presentations, interment flags and flag cases will be presented, delivered, or shipped to authorized recipients by the honors CAC only. Other CACs wishing to present interment flags and flag cases to authorized recipients must—

- (1) Coordinate with the honors CAC.
- (2) Obtain prior approval from CDR, HRC (AHRC-PDC).
- (3) Comply with the reporting requirements in this pamphlet.

b. The honors team leader presenting the flags and flag cases at the interment or memorial service will ensure that the flags and flag cases are at the site and placed at an appropriate place prior to the Family's arrival. Recipients should be advised of the presentation ceremony before the interment or memorial service. The honors team leader will present the interment flag case (lid up with the base of the triangle toward the honors team leader) to the person who received the interment flag that draped the casket. The person receiving the flag case should be able to see the flag. The honors team leader will say, *"On behalf of the President of the United States, [the United States Army/the United States Marine Corps/the United States Navy/the United States Air Force/the United States Coast Guard], and a grateful nation, please accept this flag as a symbol of our appreciation for your loved one's honorable and faithful Service."*

(1) If the answer is "yes," the honors team leader will wait for the recipient to place the flag in the flag case, close the lid and hand the flag case to the recipient. The CAO should be prepared to assist the recipient in carrying the flag case to the Family car.

- (2) If the answer is "no," the CAO will carry the empty flag case to the Family car for the recipient.

c. More than one flag and flag case may be presented at the interment or memorial service (non-recoverable remains only). Other recipients will receive their flag and flag case immediately after the person who receives the flag that draped the casket. The honors team leader should ensure that Soldiers are assigned the task of presenting flags and flag cases to the other authorized recipients. Above procedures for presenting the flag and case will be used.

Chapter 11

Summary Courts-Martial Officer for the disposition of personal effects

11-1. Introduction

The procedures to collect, inventory, and ship the PE of deceased and missing persons is based upon Federal statute and Army regulations. Statutory authorities and the Army's policies concerning the disposition of PE are found in AR 638-2. The SCMO will be advised of his or her duties and responsibilities by the appointing authority. The person briefing the SCMO will complete DA Form 7406 (Summary Court Martial Officer Checklist). DA Form 7406 is available on the APD Web site at <http://www.apd.army.mil>.

11-2. Requirement to appoint

A SCMO is required to collect, inventory and safeguard the PE of—

- a.* A deceased Soldier.
- b.* A Soldier missing or captured and not expected to return to the unit of assignment.
- c.* A deceased or missing civilian Government or contract employee who is subject to military law.
- d.* A civilian not subject to military law who dies at a place under military control.
- e.* Hospitalized personnel who are not expected to return to the unit of assignment.

11-3. Summary Courts-Martial Officer criteria

The SCMO is established by 10 USC 4712. A SCMO is a commissioned officer appointed on orders (see fig 11-1 for a sample appointment memorandum). Accordingly, a SCMO appointed for the disposition of PE must be a commissioned officer as established by 10 USC 816.

11-4. Appointing authority

a. Military personnel. The appointing authority for a SCMO for the disposition of PE for a Soldier is the commander who has Summary Courts-Martial (SCM) convening authority for the Soldier's unit. In the event the Soldier has PE located on more than one military installation, the commander exercising SCMO convening authority for each installation where PE are located will appoint a SCMO. The SCMO appointed by the commander with SCMO convening authority for the Soldier's unit of assignment is the primary SCMO for the entire PE.

b. Civilian personnel. The commander who exercises SCMO convening authority for the installation where a civilian's PE are located will appoint a SCMO. In the event the civilian has PE located on more than one military installation, the commander exercising SCMO convening authority for each installation where PE are located will appoint a SCMO.

11-5. Prescribed duties

The SCMO's mandatory duties consist of collecting and safeguarding PE within the Army's custody or control, determining the PERE, and delivering or shipping the PE to the PERE. The SCMO's may collect debts due the decedent's estate by local debtors, pay undisputed local creditors of the deceased to the extent permitted by money of the deceased, and shall take receipts for those payments. The appointing authority ensures that the SCMO is properly briefed concerning the SCMO's responsibilities, jurisdiction, and limitations. A standard briefing is at appendix F and SCMO training can be obtained from the CMAOC Web site at <https://www.hrcapps.army.mil>.

11-6. Limitations

The applicable Federal statutes do not pertain to the distribution or administration of estates and therefore, do not confer upon the SCMO the authority to act as the legal representative of the estate or convey title of any PE collected. Accordingly, the SCMO is not an executor or administrator of the estate and need not comply with State or local civil procedures regarding notification of debtors or creditors. The SCMO should not make any statement or take any action that conveys or implies any authority to act as the legal representative of the estate.



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX, KY 40122

AHRC-PDC

14 Jan 2013

MEMORANDUM THRU

COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND (AHRC-ZA),
1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 41022-5100

SUBJECT: Orders convening summary court-martial for the PE of SFC Robert T. Allan
(111-11-1111)

1. Pursuant to paragraph 5, General Order No. 1-97, Department of the Army, Captain Walter A. Jones (123-45-6789) is detailed a summary court-martial and shall sit at Fort Lee, VA, unless other wise directed.
2. The summary court-martial will collect, inventory, and dispose of the PE of SFC Robert T. Allan (111-11-1111) in accordance with Title 10, United States Code, Section 4712.
3. Reports required by AR 638-2 will be submitted to the appropriate casualty assistance center within 30 days from the date of this order for PE within the United States; 45 days from date of this order for PE outside the United States.
4. Any delay or problems encountered in completing your appointed duties will be reported immediately to Mr. Smith (703) 325-000.

FOR THE COMMANDER:

SUMMER A. MARCH
COL, U.S. Army

Figure 11-1. Orders Convening Summary Courts-Martial

Chapter 12 Collection of Personal Effects

Section I Deceased Soldiers

12-1. Personal effects

PE are defined in AR 638-2 as personal movable property such as household goods (HHG), items found on the deceased, clothing, personal property, motor vehicles, mobile homes, cash, stock and bond certificates, and negotiable

instruments. Funds on deposit with financial institutions, such as savings or checking accounts, money market accounts, and investment accounts are not PE.

12-2. Death in a theater of operations

a. The following guidance will be followed for all killed in action (KIA) and battlefield wounded in action Service members:

(1) Army standard is 100% accountability for all PE from the unit location, through Mortuary Affairs Collection Points (MACPs), the Joint Personal Effects Depot (JPED), and to the Family.

(2) All PE is important to the Family.

(3) All individuals involved with the movement of remains and PE must make a personal commitment to his/her duties to ensure this mission is executed to standard.

b. At the incident location, do not remove PE from the Service member's remains except for safety or security reasons. All items, except weapons, munitions, classified documents, and hazardous material found on, or near the deceased are to be shipped with the remains.

c. Under no circumstances, will units, regardless of Service, ship PE directly to the Servicemember's Home of Record, PERE, or home duty station.

12-3. Death in a military medical treatment facility

a. Outside of operational theaters. If death occurs in a military MTF or the remains are received at a military MTF, and there is no surviving spouse or the surviving spouse is not present, the commander of the military MTF will collect, secure, and deliver the decedent's PE to the SCMO appointed by the commander having SCMO convening authority for the decedent's unit of assignment.

b. In operational theaters. If death occurs in a military MTF or the remains are received at an MTF, the commander of the MTF will collect, secure, and deliver the PE to the SCMO appointed by the commander having SCMO convening authority for the decedent's unit within the operational theater. When a central PE depot has been established within the operational theater or the United States, the PE will be delivered or shipped to the PE depot for processing.

12-4. Death aboard a military vessel

If death occurs aboard a military vessel and the surviving spouse is not aboard, the commander of troops or other responsible official will have the PE of the deceased collected and safeguarded. All PE belonging to the deceased, including unaccompanied baggage aboard the vessel will be delivered to the commander of the nearest Army installation at the first U.S. port of call or other port where Army authorities are assigned.

12-5. Death aboard a military aircraft

If death occurs aboard a military aircraft, the troop/aircraft commander or designated representative will have the PE of the deceased collected and safeguarded. Upon arrival at the location where the remains are removed, all of the decedent's PE will be delivered to the commander of the nearest Army installation.

12-6. Separation of household goods

a. Introduction. All personal property associated with the home and all PE belonging to the deceased or missing person and Family members are considered to be HHG. However, not all of the HHG may be the property of the deceased or missing person. An example of this situation is when the deceased or missing person's Spouse is not the biological parent of the children who reside in the home (step-parent and step-children). Accordingly, the personal property of Family members may be shipped to different addresses as appropriate. The HHG of the step-children should be sent to the place designated by their surviving biological parent or legal guardian. The Surviving Spouse's HHG should be shipped to the place designated by the Surviving Spouse.

b. Procedures. When the PERE is not present, the SCMO may receive a request to separate the HHG and deliver it to the appropriate owners. The SCMO should have the PERE provide a detailed list of property to be shipped to the appropriate owner. Frequently, the PERE is not able to provide a detailed list but requests that the SCMO separate the PE. The PERE's request to separate the PE based upon the SCMO's judgment must be made in writing. The SCMO must deliver or return only those items that are readily identifiable as not belonging to the deceased or missing person. Examples of property that can be readily identified as belonging to another person are children's clothing, toys, clothes and personal items intended for use by the opposite sex, and items engraved or otherwise marked with a name, initials, or SSN. This provision for the SCMO to separate and ship PE is intended to apply only to the property of persons who resided with the Soldier. It will not be used for the purpose of distributing property to settle the estate.

c. Determination of ownership.

(1) Neither Federal statute nor Army regulations purport to vest title to the PE in the PERE. Only the custody of the PE is transferred from the Army to the PERE by the SCMO. Any question of title must be determined by agreement among the interested parties or, if necessary, the civil courts in the Soldier's State of domicile. The SCMO must advise

the PERE in the SCMO's summary letter that delivery of the PE does not vest title and that the PE should be retained for disposition in accordance with the civil law of the deceased or missing person's domicile.

(2) It is not the SCMO's responsibility to determine ownership of property found in a place that had been under the control of the deceased or missing person. If there is any question or dispute as to ownership of an item, the SCMO will include the item with the PE sent to the PERE. The person asserting claim to the item will be advised that determination of ownership is a civil matter and should be pursued through civil authorities.

d. Search of the premises. Under no circumstances will the SCMO allow anyone into the quarters to search for personal property that had been under the deceased or missing person's control.

12-7. Government property

Organizational clothing and individual equipment (OCIE) and other Government property issued to the deceased or missing person will be withdrawn from the PE and turned into supply channels. This provision is intended to include installation recreation service supplies and equipment, Army Community Service Lending Closet items, and similar Soldier and Family support activities.

a. Enlisted personnel. In areas where the clothing allowance system is in effect, the military personal clothing, except that required for interment, will be shipped to the PERE. In areas where the clothing allowance is not in effect, the military personal clothing, except that required for interment, will be returned to the supply system. The OCIE and uniforms of Soldiers undergoing 6 months of training under the Reserve Forces Act of 1955 or the Reserve Enlisted Program of 1963 will be returned to the USAR or ARNG unit where the Soldier was assigned.

b. Officers. Personal military clothing of officers, other than OCIE, will be shipped to the PERE.

12-8. Personal effects retained by law enforcement authorities

PE may be retained as evidence by civil, military law enforcement or investigative authorities until no longer needed.

a. Civil law enforcement agencies. Civil law enforcement agencies have their own policies and procedures for disposing of evidence, to include PE. The SCMO should advise the PERE that queries concerning PE held by nonmilitary law enforcement agencies should be sent to those agencies. The SCMO will provide the PERE with the mailing addresses and telephone numbers of the law enforcement agencies' physical evidence custodians.

b. Military law enforcement agencies. The SCMO will contact the physical evidence custodian of the military law enforcement agencies and advise the custodian that when PE is released as evidence, the PE will be turned over to the SCMO for disposition as prescribed by Federal statute and Army regulations.

12-9. Sentimental personal effects

If requested by the PADD, and the PERE consents, sentimental items (for example wedding bands, religious medals, and locket) that are absolutely associated to the individual will be released by the SCMO in time to be available for the viewing, funeral, interment, or cremation of the remains. Coordination will be made with medical personnel who have custody of PE of persons who die in military MTFs. Copies of PE inventories created by medical authorities will be requested by the SCMO to assist the PERE in locating sentimental items.

12-10. Deceased civilians not subject to military law

a. Family members and dependents of Soldiers and certain Government employees may not be subject to military law. The Army commander under whom the decedent's sponsor was assigned or the decedent was serving will secure the PE and deliver them to the PERE. In determining the PERE, the order of precedence cited in AR 638-2 will be followed.

b. When the PE cannot be delivered or are not claimed within a reasonable period of time, the responsible officer will deliver the PE, with all available information concerning the decedent, to the person designated by the judicial officer of the local civil government who has jurisdiction over the estates of deceased persons.

12-11. Inventory of personal effects

A joint inventory will be conducted by the person delivering and receiving PE whenever the custody or control of the PE is transferred. A receipt will be provided to any person delivering PE to the SCMO or any other representative of the Army. The receipt provides a chain of custody, establishes an inventory of items under the Army's control, and documents the acceptance and release of responsibility for PE.

12-12. Forms used to inventory personal effects

a. DA Form 54 (Record of Personal Effects). The inventory of PE is recorded by the SCMO on DA Form 54. The original and one copy are attached to the SCMO's report, a copy of the form is mailed to the recipient, and a copy is retained by the SCMO in personal files. On occasion, additional copies of the inventory may be required for additional interested parties. A sample of a completed DA Form 54 is at figure 12-1.

b. DA Form 4160 (Patient's Personal Effects and Clothing Record). DA Form 4160 establishes accountability and the inventory record for PE in the control and custody of military MTFs and activities (see AR 40-400). When the decedent's PE is obtained from a military MTF or activity, the SCMO will attach DA Form 4160 to DA Form 54.

Items listed on DA Form 4160 are not transferred to DA Form 54. In the event a DA Form 4160 was not previously prepared by the military MTF or activity, the SCMO will prepare a DA Form 54.

c. Form substitutes. In the event DA Form 54 is not available, appropriate substitutes may be used. The person completing the inventory will ensure that the inventory includes the information required by the official form.

12–13. Completion of DA Form 54

a. Valuable items such as cameras, watches, radios, stereo and video equipment, and so forth, will be listed individually in block 8 to include make, model, and serial number. Items of jewelry will be described to include color of metal (not metal content), presence and color of stones, if any, and all inscriptions.

b. Important documents and papers will be listed individually in block 8. Such documents include wills or testaments, marriage licenses, divorce decrees, adoption papers, powers of attorney, certificates of title to automobiles, and insurance policies. The contents of sealed and unsealed envelopes, packages and boxes, except for unopened mail, should be inventoried. Documents and papers that could embarrass or cause added sorrow for the PERE will be destroyed. Classified and other sensitive Government information will be returned to the appropriate unit or Government activity security officer. All other Government documents and papers will be returned to the deceased or missing person's duty supervisor.

c. Bank and credit cards (for example, American Express, Discover, MasterCard, Visa) will be listed individually by issuing company, account number, and account holder's name in block 8.

d. Items withdrawn or destroyed will not be listed on the inventory. Such items will be listed on the Certificate of Destruction or Listing of Items Withdrawn (fig 13–3), as appropriate and attached to the SCMO report. The certificate is not forwarded with the inventory of PE sent with the SCMO summary letter to the PERE.

e. The disposition of all funds and negotiable instruments will be shown in block 9.

(1) Funds sent with PE will be shown in block 9a with the notation "sent with PE."

(2) Funds exchanged for a Government check will be shown in block 9a. A separate entry will be made for each Government check. The description of the check will include: type of check (U.S. Treasury), date and number, finance and accounting office's (FAO) symbol number, check amount, and payee. A notation of how the check was transmitted to the PERE, to include registry numbers, will also be entered in block 9a.

(3) Other negotiable instruments (such as traveler's checks, money orders, U.S. Savings Bonds, and so forth) sent to the PERE will be listed in block 9a. A complete description of the items and information on how the items were sent, to include registry numbers, will also be entered in block 9a.

(4) Foreign currency turned into FAO for conversion will be shown in block 9b. The description and disposition of the funds will include: the amount and type of funds; symbol number of FAO with whom the deposit was made; reason for deposit; and conversion rate.

(5) Government checks (made payable to the deceased or missing person) that were returned to the issuing FAO will be shown in block 9b. The description of the check will include: type, date, and amount of check sent; symbol number of FAO to whom returned; and date sent.

(6) The SCMO will return unopened mail (letters and packages) to the U.S. Postal Service or Army Post Office for disposition in accordance with their regulations and procedures.

12–14. Security of personal effects

A deceased or missing person's PE will be identified, collected, and safeguarded until delivered to the PERE. Important papers such as wills or testaments, marriage or birth certificates, divorce decrees, and insurance policies will be included on the inventory and kept in a manner to protect them from theft, fire, or other damage. These documents may also provide information not available in other records to assist the SCMO in determining the PERE.

12–15. Currency

a. United States currency. When the total of U.S. currency is more than \$20, the SCMO will request from the FAO a Government check made payable to the PERE. When the total currency is less than \$20.00, it may be sent with the other PE.

b. Foreign currency. Foreign currency will be turned in to the nearest FAO. The FAO will convert the foreign currency into U.S. dollars and issue a Government check payable to the PERE. Foreign currency having minimal or no monetary value will be considered as souvenir money and sent with the other PE.

c. Military payment certificates. Military payment certificates will be turned into the nearest FAO for conversion to U.S. dollars. The FAO will issue a Government check payable to the PERE.

d. Government checks. Government checks payable to the Soldier will be returned to the issuing FAO for appropriate action. The SCMO will advise the PERE how to submit a claim for the amount of the check.

12–16. Cleaning of personal effects

Soiled clothing and other PE will be cleaned or otherwise made presentable. This provision applies to the clothing and

other items found on or with the remains, in the unit's field site, and in the Soldier's quarters. It is not to be construed as authority to clean or launder the Soldier's entire wardrobe or clean and repair other items.

a. Civilian clothing. Dry cleaning or laundering of clothing, including civilian clothing, may be charged to the Casualty and Mortuary Affairs Disposition of Remains (DOR) Specific Allotment. The SCMO will request a purchase order to dry clean or launder civilian clothing through the CAC.

b. Organizational clothing and individual equipment. OCIE will be cleaned or laundered through unit accounts.

12-17. Pets and other animals

Pets and other animals (such as horses) may present a special challenge to the SCMO.

a. The animals must be fed and cared for in a humane manner until arrangements can be made with the PERE. Accordingly, the SCMO has three courses of action available: pay the expenses incurred for the care of the animals from the deceased or missing person's funds, find a volunteer to feed and care for the animal, or personally assume responsibility for the animal's expenses. The SCMO is not required, obligated, or expected to assume a personal or financial responsibility for the care and feeding of animals.

b. The SCMO must notify the PERE by the most expeditious means possible to prepay the animal's transportation expenses or arrange for the animal's disposition. The SCMO should insist that the PERE provide written instructions concerning the temporary care or disposition of pets or animals. Additionally, if the PERE does not respond to the SCMO's query within 5 business days, the SCMO will deliver the animal to an appropriate animal welfare league or civil authority for disposition in accordance with their procedures. The SCMO must have written instructions from the PERE before delivering a pet or animal to a place for the expressed purpose of euthanasia. The SCMO should also require the PERE to prepay the related expenses.

Section II

Medically Evacuated Soldiers

12-18. Medically evacuated personal property

All personal property from wounded Servicemembers who are expected to return to their unit will be recovered and maintained by their unit. All personal property from wounded Servicemembers who are evacuated and not expected to return to their unit will be inventoried and shipped per AR 735-5 and DA Pam 710-2-1. Protective gear removed to treat the Servicemember will follow the Servicemember to determine the effectiveness of protection.

12-19. Theater unit inventory official

All personal property on hand will be packaged, sealed, properly labeled with the phrase, "personal property of medically evacuated person (name/grade/organization)," placed in a hard plastic footlocker, and shipped to the unit's rear detachment.

a. The inventorying official, using the two-Soldier rule, will recover all personal property located in the Soldier's area(s), conduct written inventory, and secure personal property within 24 hours.

b. The unit inventorying official will personally ensure shipment of personal property within 72 hours from the date of appointment as inventorying official of medically evacuated personnel.

RECORD OF PERSONAL EFFECTS			
For use of this form, see AR 638-2; the proponent agency is DCS, G-1			
1. LAST NAME, FIRST NAME, MIDDLE INITIAL Smith, Charles A.		2. GRADE PFC	
4. ORGANIZATION A Company 2-15 FA Bn, Fort Bragg, NC			
5. STATUS (Deceased, Missing, or Captured) Deceased		6. DATE OF STATUS 11 Jan 2013	7. PLACE Fort Bragg, NC
8. INVENTORY OF EFFECTS		9. FUNDS/NEGOTIABLE INSTRUMENTS	
a. QUANTITY	b. ITEM	a. TRANSMITTED TO RECIPIENT	
36	Socks, assorted	\$11.00 transmitted by USPS money order #12345678	
1	Panasonic Radio, Model 3333 serial number 123456A		
b. FUNDS DEPOSITED OR OTHERWISE DISPOSED OF			
(1) AMOUNT AND DESCRIPTION		(2) DISPOSITION	
ATTACH SUPPLEMENTAL SHEET FOR ADDITIONAL ITEMS.			
10. EFFECTS SHIPPED TO: William R. Smith 111 Oak Street New Ulm, VA 22222		11. DATE AND METHOD OF SHIPMENT (B/L No., Registry No., etc.) USPS registered mail #11111111 14 Jan 2013	
12. SUMMARY COURT OR COMMANDING OFFICER'S REPRESENTATIVE			
a. SIGNATURE <i>Michael Watkin</i>	13. I acknowledge receipt of all articles listed in Block 8 and all items recorded in Block 9a.		
b. TYPED NAME AND GRADE LT Michael Watkin	c. DATE 14 Jan 2013	a. SIGNATURE OF RECIPIENT <i>William R. Smith</i>	
d. ORGANIZATION A Company 2-15 FA Bn Fort Bragg, NC	b. PRINTED OR TYPED NAME OF RECIPIENT William R. Smith	c. DATE 18 Jan 2013	

DA FORM 54, FEB 2009

PREVIOUS EDITION IS OBSOLETE

APD PE v1.00ES

Figure 12-1. DA Form 54

Chapter 13 Disposition of Personal Effects

13-1. Introduction

The more entangled the deceased or missing person's finances and Family relationships are, the more likely the estate will have to be probated in the civil courts. Because of the differences in State and other local civil laws relating to probate and distribution of estates and the many Family related issues involved with each case, the disposition of PE must be handled carefully. Despite the seeming specificity in the statutes and regulations concerning the duties of the SCMO and the order of priority of recipients, Family members of the deceased or missing person, debtors, and creditors assert frequently conflicting claims for the PE. Claimants will attempt to avoid filing suit in a civil court and subsequent litigation by pressing their claims with the SCMO. Accordingly, the SCMO must adhere to the order of precedence established in 10 USC 4712 and implemented by AR 638-2. The SCMOs must not allow their own sense of justice or fairness to be used as a basis to deviate from the law or Army regulation.

13-2. Methods to dispose of personal effects

There are three proper methods for the disposition of PE: delivery to the PERE, public sale, and destruction. The SCMO must exercise good judgment and carefully follow the procedures in this pamphlet to ensure the proper disposition of PE.

13-3. Contesting the Person eligible to receive effects designation

There are occasions when other interested parties may contest the PERE designation. If the SCMO is aware the PERE designation is being contested prior to the shipment of the PE, the SCMO will postpone shipment of the PE allowing the interested party 45 days to produce valid legal documents that ascertain they should be the PERE. The SCMO should immediately contact the CAC for assistance.

13-4. Delivery to the person eligible to receive the effects

Delivery of the PE to the PERE ends the SCMO's responsibility for the PE. Once the PE is delivered, there is no legal basis for the Army to retrieve and/or ship the PE, even if the PE was incorrectly delivered to someone other than the PERE. Custody and ownership of the PE are civil matters settled between the interested parties or by the estate's legal representative in the civil courts. A sample SCMO letter to the PERE is located at figure 13-1.

13-5. Sale of personal effects

The SCMO should avoid becoming responsible for the sale or disposal of the items. However, 10 USC 4712 and AR 638-2 permit the SCMO to sell certain PE under specific conditions. Examples of items that usually meet the criteria are electrical transformers and other electrical appliances used OCONUS not designed to work with standard U.S. electrical currents. The SCMO must use good judgment and not arbitrarily sell PE.

a. Criteria for sale.

- (1) The sale is in the interest of both the PERE and the Government.
- (2) The PERE has been notified of the proposed sale.
- (3) A power of attorney to sell the PE by public sale has been obtained.
- (4) When the PERE cannot be located. However, this provision does not authorize the SCMO to sell swords, medals, manuscripts, and other Army/non-Army affiliate items associated to the PE that may be prohibited to sale. The SCMO will deliver this type of PE to the CAC in the AOR for disposition as directed by Federal statute.

b. Method of sale. The SCMO will conduct public sales of PE to preclude the appearance of impropriety.

c. Documentation of sale. PE sold through public sale is listed on DA Form 54 and on the Certificate of Personal Effects Sold. The certificate is attached to the SCMO report. The Certificate of Personal Effects Sold will be prepared on bond or letterhead paper. A sample certificate is located at figure 13-2.

13-6. Destruction of personal effects

The SCMO is authorized to destroy all PE of no sentimental or salable value, or PE restricted from shipment by transportation regulations. The SCMO is also authorized to destroy all items which may cause embarrassment or added sorrow if forwarded. The SCMO obviously needs to use discretion and common sense in deciding which items should be forwarded and which should be destroyed. Destruction or loss of the Soldier's personal items, or conversely, the forwarding of gruesome or obnoxious items, may cause severe emotional distress to the PERE.

a. Criteria for destruction.

- (1) Articles of clothing that cannot be made presentable (bloodstained clothing and so forth) will be destroyed.

(2) Items that may add further sorrow or embarrassment for the PERE such as pornographic items or personal correspondence, papers, photographs, and video tapes that indicate inappropriate personal relationships or activities.

(3) Items of no sentimental or salable value (for example, open containers of toothpaste, soap, or deodorant) or items which could damage the other PE (for example, liquid shoe dyes, corrosives, flammable, or oils) will be removed and destroyed.

b. Methods of destruction. The SCMO may destroy and dispose of appropriate items by incineration, shredding, or mangling. In determining which method to use, consideration must be given to the possibility of other persons recovering the items designated for destruction. Destruction must be absolute, obliterating all evidence of the prior owner's and other related person's identity, and rendering the item useless and without any value.

c. Documentation of destroyed personal effects. Items found in the PE that are withdrawn or destroyed will not be listed on DA Form 54. Such items will be listed on the Certificate of Destruction and attached to the SCMO report. The Certificate of Destruction will be prepared on bond or letterhead paper. A sample is located in figure 13-3.

13-7. Summary Courts-Martial Officer's summary letter to the person eligible to receive the effects

a. Submission of letter. After review and approval of the SCMO report by the appointing authority, the SCMO's summary letter will be sent to the PERE. The letter will be completed and forwarded within 120 days of the person's death or the date the person was reported as missing.

b. Format. The letter is prepared in the format prescribed by AR 25-50.

c. Required documents. The SCMO will attach to the original summary letter the following documents as applicable:

(1) Copy of order appointing the SCMO.

(2) Copy of order authorizing shipment of PE to or from a place OCONUS.

(3) A copy of each letter sent to the PERE concerning the disposition of PE:

(a) A copy of the letter advising the PERE of any items which cannot be shipped at Government expense (more than one motor vehicle, vehicles not authorized for shipment, and so forth).

(b) A copy of the letter advising PERE of the date PE were shipped, the method of shipment, and the anticipated date of arrival.

(4) A certified true copy of any will(s) or testamentary letters found in the PE.

(5) A copy of each bill of sale for items sold and the authority for the sale (powers of attorney, letters to the eligible recipient, and so forth).

(6) A copy of each receipt signed by debtors or creditors for amounts of money, if any, collected or disbursed.

(7) A copy of each letter sent to creditors advising them of insufficient funds to cover debt and to communicate directly with the PERE for settlement of the account.

(8) A copy of each letter sent to other interested parties to include the divorced parents of an unmarried deceased, if applicable.

(9) A copy of each receipt for PE held as evidence by Department of the Army Law Enforcement Officials (use DA Form 4137 (Evidence/Property Custody Document)) unless the release may compromise an ongoing investigation, civil police, criminal investigators or other authorities."

(10) Copy of annotated inventory (DA Form 54 or DD Form 1076 (Military Operations Record of Personal Effects of Deceased Personnel)) verifying contents of packages and attesting to the sealing of packages sent to the PERE by the SCMO.

(11) Copy of documents showing shipment of PE. Such documents include postal receipts, application for shipment of HHG, inventories of HHG, and bills of lading.

13-8. Summary Courts-Martial Officer report

a. Submission of reports.

(1) *Final report.* After review and approval by the appointing authority, the original of the SCMO report will be sent through the CAC to Commander, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400. The report will be completed and forwarded within 30 days of the person's death or the date the person is reported as missing.

(2) *Interim report.* If circumstances prevent completion of the SCMO duties and submission of the final SCMO report within the time prescribed, an interim report will be forwarded through the CAC to Commander, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400 within the time specified above, giving the reason for delay and the approximate date the final report will be forwarded. A sample memorandum is found at figure 13-4. Follow-up interim reports will be provided when a final report is not completed by the predicted time.

(3) *Late reports.* The SCM convening authority will submit with the SCMO report a memorandum explaining the reason final and interim SCMO report were not submitted within the prescribed period.

b. Format. The SCMO report will be prepared in memorandum format. The report will include—

(1) *Person eligible to receive the effects information.* The name, address, and relationship (to the deceased or missing person) of the PERE.

(2) *Collection and payment of debts.* The means used to determine existence of local debtors or creditors and the amount of money, if any, collected and disbursed.

(3) *Cash accounting.* The total amount of cash received from the sale of PE and the authority therein.

(4) *Claims for the personal effects.* Any written claim received and a summary of any verbal claim received by the SCMO from persons other than the PERE.

c. Required documents. The SCMO will attach to the original report the following documents, as applicable:

(1) Copy of order appointing the SCMO.

(2) Copy of order authorizing shipment of PE to or from a place OCONUS.

(3) A copy of each letter sent to the PERE concerning the disposition of PE:

(a) SCMO's summary letter to the PERE.

(b) Letters concerning non-shippable items. A copy of the letter advising the PERE of any items which cannot be shipped at Government expense (such as more than one motor vehicle).

(c) Shipment notification letter. A copy of the letter advising PERE of the date PE were shipped, the method of shipment, and the anticipated date of arrival.

(4) A certified true copy of any will(s) or testamentary letters found in the PE.

(5) A copy of each bill of sale for items sold and the authority for the sale (powers of attorney, letters to the eligible recipient, and so forth).

(6) Copies of means used (such as daily bulletins) to determine the existence of local debtors or creditors.

(7) A copy of each receipt signed by debtors or creditors for amounts of money, if any, collected or disbursed.

(8) A copy of each letter sent to creditors advising them of insufficient funds to cover debt and to communicate directly with the PERE for settlement of account.

(9) A copy of each letter sent to other interested parties to include the divorced parents of an unmarried deceased, if applicable.

(10) Certificates of destruction or withdrawal for any PE destroyed or withdrawn to include a copy of DA Form 3645 (Organizational Clothing and Individual Equipment Record) showing turn in of OCIE to supply channels.

(11) A copy of each receipt for PE held as evidence by Department of the Army Law Enforcement Officials (use DA Form 4137, unless the release may compromise an ongoing investigation), civil police, criminal investigators or other authorities."

(12) Copy of annotated inventory (DA Form 54) verifying contents of packages and attesting to the sealing of packages sent to the PERE by the SCMO.

(13) Copy of documents showing shipment of PE. Such documents include postal receipts, application for shipment of HHG, inventories of HHG, and bills of lading.

d. Reports. A SCMO report submission list is at appendix G.

13-9. Report missing personal effects

Inquiries received from the PERE regarding missing PE will be thoroughly investigated by the SCMO.

a. Investigation. The appointing authority will appoint a SCMO to conduct an appropriate investigation concerning the missing PE. Upon completion of the investigation, the SCMO will provide the PERE a summary of the findings together with the information, if applicable, that a claim for the missing PE may be filed. The PERE may file a claim for missing PE with the nearest military claims office or directly with Commander, U.S. Army Claims Service, Fort George G. Meade, MD 20755-51260.

b. Submission of findings. A copy of the complete investigative report detailing all actions taken in an effort to locate the PE will be sent to Commander, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400.



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX, KY 40122

AHRC-PDC

April 17, 2013

Mr. Robert Table
1234 Taylor Drive
Pool, VA 22110

Dear Mr. Table:

Please accept my deepest condolences on the loss of your son, Sergeant Robert Table, Jr. This concerns the disposition of personal property belonging to Sergeant Robert Table that is under the control of the Department of Defense.

When a Soldier dies, a summary-court martial officer is appointed to secure the deceased Soldier's personal effects located on military installations or in the custody or control of the Army. The summary court-martial officer also arranges delivery of the personal effects to the person eligible to receive effects as prescribed by Federal statute and Army regulations.

In accordance with Title 10, United States Code, Section 4712, order of precedence, I have determined that you are the person authorized to receive Sergeant Table's personal effects: Delivery of the personal effects in itself does not vest title or ownership of the property to you. Delivery of the effects only transfers the custody and responsibility for their care to you. You should retain the effects for disposition in accordance with the civil law of Soldier's Name legal domicile.

The Army does not determine ownership of SGT Table's personal property. It is forwarded to the person eligible to receive it, to be retained or disposed of in accordance with the laws of the State in which SGT Table was a legal resident. Delivery of the property does not in itself vest title in the person receiving it.

If you do not wish to receive SGT Table's personal effects, you may sign the enclosed "release Statement" and return it to me in the included self-addressed envelope.

Your prompt attention to this matter is respectfully requested. For your convenience in replying, a self-addressed envelope, which requires no postage, is enclosed.

Sincerely,

Walter A. Jones
CPT, U.S. Army

Figure 13-1. PERE Letter



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX, KY 40122

AHRC-PDC

November 7, 2011

MEMORANDUM FOR RECORD

SUBJECT: Certificate of Public Sale of PE

1. This memorandum is in reference to the public sale of PE belonging to SGT Robert Table, Jr. Certain PE were sold at public sale by the undersigned in accordance with the provisions of AR 638-2, Army Mortuary Affairs Program.

2. The following items were sold:

Item Description	Quantity	Amount
Banjo	1	\$200.00
8-Track Collection	24	\$100.00

Walter A. Jones
CPT, U.S. Army
Summary Court-Martial Officer

Figure 13-2. Certificate of Public Sale of PE



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX, KY 40122

AHRC-PDC

November 7, 2011

MEMORANDUM FOR RECORD

SUBJECT: Certificate of Destruction of Effects

1. This memorandum is in reference to the destruction of PE belonging to SGT Robert Table, Jr. (123-45-6789). All effects were destroyed by the undersigned in accordance with the provisions of AR 638-2, Army Mortuary Affairs Program.

2. The following items were destroyed:

Item Description	Quantity
Open bottles of Rockstar	4
Photos	24
SD Card	2

Walter A. Jones
CPT, U.S. Army
Summary Court-Martial Officer

Figure 13-3. Certificate of Destruction of Effects



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX, KY 40122

AHRC-PDC

January 7, 2013

MEMORANDUM THRU CAC

COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND (AHRC-ZA),
1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 41022-5100

SUBJECT: Interim Report on the Disposition of PE of SFC Robert T. Allan (111-11-1111)

1. There is an interim report on the disposition of PE for (Insert rank, name, SSN, organization) who died on (date of death) at (place of death).
2. The summary court-martial was convened at (Location) per AR 638-2 for the purposes of securing and disposing of the effects of SFC Robert T. Allan pursuant to military law.
3. No legal representative or eligible recipient being present, the effects were forwarded to this SCMO and all relevant evidence pertaining to entitlement to receive effects was duly considered. Whereupon, this SCMO finds that Daniel J. Allan, 2692 Portsmouth Way, Upton, NY, father of the deceased appears to be the PERE.
4. No local debtors have come forward at this time.
5. An automobile is registered under SFC Robert T. Allan here at Fort Lee. The current disposition of the vehicle is pending at this time.
6. A full review of SFC Robert T. Allan's financial affairs is currently in progress. The final report will be forwarded in 15 days.

FOR THE COMMANDER:

Walter A. Jones
CPT, U.S. Army
Summary Court-Martial Officer

Figure 13-4. Interim Report on the Disposition of PE

Chapter 14 Transportation of Personal Effects

14-1. Regulatory guidance

The Joint Federal Travel Regulation (JFTR) and the Joint Travel Regulation (JTR) prescribe those items authorized and unauthorized for shipment by the Army.

14-2. Funding

The SCMO will follow the policies and procedures in JFTR Volume 1, Chapter 5, to ship the PE. Transportation of PE is funded through the Army's transportation of personnel and HHG accounts.

a. Within the continental United States. For transportation of PE within CONUS, the SCMO provides the installation transportation officer with a copy of DD Form 1300 (Report of Casualty) or the casualty report message pertaining to the deceased or missing person. The transportation office annotates the appropriate movement designator code on the casualty report and arranges transportation.

b. Outside the United States. For transportation of PE from OCONUS to CONUS, CONUS to OCONUS or between locations OCONUS, the SCMO obtains a travel order (AR 600-8-105, format 407) from the appropriate local order issuing authority.

14-3. Location of personal effects

Shipment of PE is authorized by 37 USC 476 and 5 USC 5742 regardless of location. Accordingly, the shipment of PE is not restricted to PE found in camp or quarters.

a. Government-owned housing. The SCMO should arrange with local housing officials or unit commander, as appropriate, to gain access to the quarters for the Government contract movers to accommodate packing and shipment of the PE.

b. Privately leased or owned off-post housing. When it is impractical for the PERE to take possession of the PE due to the distances involved, the PERE must provide a power of attorney to the SCMO to arrange shipment and to enter privately leased or owned off-post housing. The PERE's failure to provide the SCMO with a power of attorney is construed as a declination of the SCMO's assistance in shipping the PE.

14-4. Personal effects not eligible for shipment

The SCMO may find items that cannot be shipped in or around the deceased or missing person's quarters. The SCMO must send to the PERE a letter advising why these items cannot be shipped and their location. The SCMO should avoid becoming responsible for the sale or disposal of the items.

14-5. Carrier tariffs

Generally, carriers' tariffs prohibit them from accepting certain items for shipment. The SCMO should contact the transportation officer when problems arise concerning shipment of any item refused by the carrier. The SCMO should avoid becoming responsible for the sale or disposal of these items.

Chapter 15 Multiple Death Incidents

15-1. Introduction

Multiple death incidents present special challenges to commanders and SCMOs. The ownership of PE found at the multiple death scene may not be readily determined. Luggage and other items found at the site may be unmarked. Additionally, the force of the impact may open luggage and packages, scattering and commingling the contents.

15-2. Search and recovery of personal effects

At the incident site, treat PE found in the immediate area of the remains as unassociated PE. Assign a sequential effects recovery number (E) for each item recovered. A recovery tag is prepared for each item by recording the assigned "E" number, unit recovering the PE, and the Service designator of the recovering unit (such as AR = Army) on the back of the tag. Place each item in a separate zip lock bag along with the recovery tag. Do not attempt to associate any PE to particular remains. Transport the unassociated PE to the PE collection point.

a. If assets exist, photograph the recovery area showing the relationship of remains and PE.

b. Plot a grid system for the area to be searched. The squares within the grid should not be larger than 10 meters by 10 meters. When the incident site is a building or similar structure, plot the grid system on a blue print or other similar

floor plan. Each grid square is given an alpha numeric designator (for example A1, A2, and so forth). The corners of each grid square should be marked. String or other suitable material should then delineate the grid squares.

- c. Search each grid square and mark the location on the site sketch where each item was recovered.
- d. Prepare a map overlay of the recovery site to be used with the site sketch.
- e. Upon completion of the recovery mission, the recovered items will be turned in to the PE collection point.

15-3. Personal effects collection point

The CAC or installation commander, as appropriate, will establish a PE collection point in a secure place near the incident site whenever the PE from a multiple death incident is commingled or scattered. The collection point will take possession of PE delivered by military personnel or by local civil authorities, agencies, or activities. The local civil authorities, activities, or agencies will not be requested or required to deliver PE to the Army collection point.

a. *Officer in charge.* The CAC or installation commander will ensure that a commissioned officer is appointed as the officer in charge (OIC) to direct the operation of the PE collection point. This appointment must be made as soon as the multiple death incident is reported to the CAC or installation. When available, officers who are trained Mortuary Affairs Officers (additional skill identifier 4V) should be assigned as the OIC.

b. *Summary Courts-Martial Officer.* The CAC or installation commander will appoint one or more SCMOs, as required, to collect, receive, separate, and deliver PE to the PEREs.

c. *Personal effects collection and processing teams.* As required, enlisted personnel may be assigned to PE collection or processing teams to assist the SCMO. These teams may collect, sort, clean, inventory, and pack PE for shipment. When available, Soldiers who are Mortuary Affairs Specialists, military occupation specialty 92M, should be assigned to the PE collection point.

15-4. Procedures

The procedures established in other chapters of this pamphlet also apply to multiple death incidents as well as the specialized procedures established by this chapter.

a. *Inventory.* A joint inventory of PE will be completed whenever control or custody of the PE is transferred between individuals. Inventory control procedures must be immediately established and implemented at the PE collection point.

b. *Separation of personal effects.*

(1) Containers or defined floor/ground area of appropriate size will be marked for the separation of each individual's PE. Each individual's area will be subdivided into separate sections for Army property, nonmilitary property, and personal property. Items absolutely associated with an individual will be placed in the container or area designated for that individual. Items whose ownership cannot be absolutely determined will not be arbitrarily associated with an individual.

(2) PE will be inspected for markings that may indicate the owner's identity (such as name, SSN, and initials). Items whose owners cannot be determined will be held in containers and areas separated from the containers and areas established for individuals.

(3) Coordination will be made with medical personnel who have custody of hospitalized persons or remains. Copies of the PE inventories created by the medical authorities will be requested by the SCMO to assist the PERE in locating PE of sentimental value (wedding bands, religious medals and locket).

c. *Release of personal effects.*

(1) If requested by the PADD and the PERE consents, sentimental items that are absolutely associated to the individual will be released by the SCMO in time to be available for the viewing, funeral, interment, or cremation of the remains. Coordination will be made with medical personnel who have custody of PE of persons who die in MTFs. Copies of PE inventories created by medical authorities will be requested by the SCMO to assist the PERE in locating sentimental items.

(2) The SCMO will deliver all PE that were absolutely associated with an individual to the appropriate PERE as quickly as possible. This release of PE should not be delayed pending ownership determination for all of the items in the collection point. Included with the PE will be a letter that advises the PERE that—

(a) There are items at the collection point whose ownership cannot be determined.

(b) The return of any additional PE to the PERE is contingent upon the PERE providing a detailed list, to include description of missing items.

d. *Missing personal effects.* A search of the remaining PE at the collection point will be conducted by the SCMO to locate items on the lists provided by the PERE. After the SCMO completes searching the remaining PE for the items on the lists provided by the PERE, there may still be PE that cannot be associated to an individual. The SCMO will offer the PEREs an opportunity to claim items based upon personal examination or scrutiny of photographs during a specified period.

(1) The items will be clearly marked with an inventory number.

(2) The PERE will submit a written claim for an item, identifying it by inventory number.

(3) When the time period for personal examination of PE expires, the SCMO will deliver all items that are claimed

by only one PERE to that PERE. Items that are claimed by more than one PERE will be held pending additional investigation. If the conflicting claims to the PE cannot be resolved then the PE will be included with the unclaimed PE for disposal as prescribed in chapter 13.

(4) Items that are unclaimed will be disposed of as prescribed in chapter 13.

15-5. Forms

a. Inventory forms. DA Form 54 is used to inventory PE. In the absence of the form, an inventory may be prepared on bond paper. The inventory must include all of the prescribed information for DA Form 54.

b. Control log. Collection point control logs will show the name, organization, and address of persons delivering PE to the collection point, the name of the person receiving the PE, and the items delivered. When it is impractical to list each item on the control log, the inventory provided to the person delivering the PE to the collection point will be numbered and attached to the control log.

c. Personal effects register. A register of all PE received at the collection point will be maintained. This record will identify the items delivered to the collection point and the assigned inventory control numbers. The items must be described in as much detail as possible; make, model, color, size, serial number, and markings. Sealed or otherwise intact containers will not be opened for inventory if marked or tagged prior to the incident with information identifying the owner.

15-6. Personal effects collection point report

a. Submission of reports.

(1) *Final report.* After review and approval by the appointing authority, the original PE collection point report will be sent to Commander, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400. The report will be sent using a transmittal memorandum. A sample memorandum is found at figure 15-1. The report will be completed and forwarded within 15 days after the PE collection point is closed.

(2) *Interim report.* If circumstances prevent completion of the PE collection point duties and submission of the final PE collection point report within the time prescribed, an interim report will be forwarded to Commander, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400, within the time specified above, giving the reason for delay and the approximate date the final report will be forwarded. A sample memorandum is found at figure 15-2.

b. Format. The PE collection point report will be prepared in memorandum format. A sample memorandum is found at figure 15-1. The report will include the date the collection point was established, the incident name and date, and the date the collection point was disestablished.

c. Required documents. The PE collection point OIC will attach to the original report the following papers, as applicable:

- (1) A copy of each SCMO appointing order.
- (2) Copy of memorandum appointing OIC of the PE Collection Point
- (3) A roster of all personnel who worked at the PE collection point. The roster will include name, rank, SSN, and unit of assignment.
- (4) A roster of all persons involved in the incident, to include fatal and non-fatal casualties.
- (5) A copy of all certificates of destruction for PE that could not be associated to an individual and subsequently destroyed.
- (6) Documents that pertain to the sale of PE that could not be associated with an individual.
- (7) A copy of the inventory of PE that could not be associated with an individual and was transmitted to Commander, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5400.
- (8) A narrative summary that provides the procedures used to collect, secure, and associate PE.



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX, KY 40122

AHRC-PDC

14 Dec 2011

MEMORANDUM THRU Commander (CAC)

COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND (AHRC-ZA),
1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 41022-5100

SUBJECT: Final PE Collection Point Report for SFC Robert T. Allan (111-11-1111)

1. This memorandum serves as the final PE Collection Point Report.
2. Date Collection Point established
3. Incident name and date
4. Date Collection Point disbanded
5. POC for this action is CaptainWalter A. Jones, Fort Lee, VA, DSN 623-4321.

FOR THE COMMANDER:

Encl

Walter A. Jones
CPT, U.S. Army

Figure 15-1. Final PE Collection Point Report



DEPARTMENT OF THE ARMY
U.S. ARMY HUMAN RESOURCES COMMAND
1600 SPEARHEAD DIVISION AVENUE
FORT KNOX, KY 40122

AHRC-PDC

January 7, 2013

MEMORANDUM THRU Commander (CAC)

COMMANDER, U.S. ARMY HUMAN RESOURCES COMMAND (AHRC-ZA),
1600 SPEARHEAD DIVISION AVENUE, FORT KNOX, KY 41022-5100

SUBJECT: Interim PE Collection Point Report for SFC Robert T. Allan (111-11-1111)

1. This memorandum serves as the Interim PE Collection Point Report.
2. Date Collection Point established
3. Incident name and date
4. Reason for Delay
5. Approximate date of final report
6. POC for this action is Captain Walter A. Jones, Fort Lee, VA, DSN 623-4321.

FOR THE COMMANDER:

Encl

Walter A. Jones
CPT, U.S. Army

Figure 15-2. Interim PE Collection Point Report

Chapter 16 Collection and Payment of Local Debts

16-1. Authority to pay and collect local debts

Federal statute (10 USC 4712) uses the phrase “may collect” in prescribing the SCMO’s responsibility to pay and collect debts. The SCMO has the authority to pay and collect a local debt, but is not compelled to do so. Local debts are those debts located in the vicinity of the camp or quarters (as distinguished from the locality of the deceased or missing person’s home). The SCMO should make every effort to avoid becoming involved with payment and collection of the deceased or missing person’s debts. Whether or not action will be taken to pay or collect a debt will be a matter of individual judgment based on the particular facts of the case. The SCMO shall not enter into any civil or legal actions in an effort to pay or collect debts.

16-2. Jurisdiction

The authority for the SCMO to pay and collect local debts is broader than the authority to collect PE. What constitutes

local will vary from case to case depending upon the distance from the post to nearby towns and communities. Fifty miles is generally defined as the outer limits of what is local in most cases.

16–3. Collection of local debts procedures

The SCMO should defer collections of debts to the legal representative of the estate. However, the SCMO will determine if there are any local debts owed to the deceased or missing person and advise the PERE of the debts.

a. Determining the existence of local debt. The SCMO is required to make a reasonable and good faith effort to determine the existence of local debts. An exhaustive investigation is not required. The SCMO should run a notice three times in the local daily or weekly bulletin requesting those persons owing money to the deceased or missing person to contact the SCMO. Additionally, the SCMO may find evidence of debts due the deceased or missing person in the PE.

b. Accounts with financial institutions. Funds deposited in a financial institution are not collectible as an “effect.” However, the funds are a debt owed to the deceased or missing person. Accordingly, closing accounts and collecting the amounts on deposit are the responsibility of the estate’s legal representative. The SCMO will not close accounts at financial institutions. The SCMO’s summary letter to the PERE will include a list of accounts identified and state that closure and collection of these accounts is a civil matter and are the responsibility of the legal representative of the deceased or missing person’s estate. A sample SCMO’s summary letter to the PERE is located in figure 13–1.

c. Endorsing negotiable instruments. The SCMO has limited authority to endorse for collection a negotiable instrument made payable to the deceased in settlement of a local debt. AR 638–2 provides that the SCMO may endorse for collection negotiable instruments made payable to the deceased or missing person in settlement of a debt. This authority should be used only when there is reason to believe the negotiable instrument cannot be reasonably redeemed at the PERE’s location. An example would be checks drawn on a foreign bank or for foreign currency. The proceeds received must be forwarded to the PERE. The SCMO cannot use funds received from endorsing a negotiable instrument to pay a creditor. The SCMO does not have authority to convey title to PE or money. Therefore, the SCMO cannot endorse a negotiable instrument so as to affect its legal transfer.

16–4. Payment of local debt procedures

The SCMO will determine if there are any local debts by the deceased or missing person and advise the PERE of the debts. The SCMO should defer payment of debts to the legal representative. However, if the SCMO believes there are extenuating circumstances that compel his or her involvement, payment of the deceased or missing person’s debts is authorized. An example of a compelling reason may be forfeiture of merchandise purchased by conditional bill of sale. The SCMO must adhere to the prescribed procedures, determine the legal ramifications of his or her action, and keep careful records of all transactions, to include written receipts.

a. Funds to be used. Debts may be paid to the extent permitted by the deceased or missing person’s funds that are in the SCMO’s possession. The SCMO may use only the funds found among the deceased or missing person’s PE. The SCMO may not use funds received from collection of debts owed to the deceased or missing person, money received by endorsing for collection negotiable instruments payable to the deceased or missing person, or proceeds from the sale of PE.

b. Where liabilities exceed available funds. The SCMO is not authorized to apportion available funds, prioritize claims, or sell PE to raise money when the deceased or missing person’s local liabilities exceed local assets. The SCMO must pay the undisputed local creditors on a first come-first paid basis until the funds are depleted. Any creditors not fully paid should be referred to the PERE.

c. Personal effects subject to lien. The SCMOs should notify lien holders of the Soldier’s death and give them an opportunity to claim their property. If a lien holder does not assert a claim, the SCMO may release the property to the PERE. If the lien holder does make a claim, the SCMO is not authorized to sell the item and pay the lien unless expressly directed in a power of attorney by the PERE. However, Army policy is for the SCMO to avoid responsibility for the sale of PE if possible. The SCMO may return to a vendor any property which the deceased or missing person held under a conditional bill of sale provided—

- (1) Funds are not available to pay the vendor’s claim.
- (2) The vendor withdraws the claim.
- (3) The vendor asserts title under the terms of the conditional bill of sale.

16–5. Notification of uncollected local debts

Information detailing the debts owed to and due to the deceased or missing person will be provided to the PERE. The PERE will also be advised that further action to pay or collect these debts is a civil matter and the responsibility of the legal representative of the Soldier’s estate. The PERE should also be advised to provide this information to the estate’s legal representative.

Appendix A References

Section I Required Publications

AR 40-400

Patient Administration (Cited in para 12-12*b*.)

AR 638-8

Army Casualty Program (Cited in para 1-4*a*.)

AR 600-8-105

Military Orders (Cited in para 14-2*b*.)

AR 638-2

Army Mortuary Affairs Program (Cited in para 1-5.)

AR 735-5

Property Accountability Policies (Cited in para 12-18.)

DA Pam 710-2-1

Using Unit Supply System (manual procedures) (Cited in para 12-18.)

Geneva Convention

Relative to the Protection of Civilian Persons in Time of War, 12 August 1949 (Cited in glossary.) (Available at: www.loc.gov.)

JFTR Volume 1, Chapter 5

Joint Federal Travel Regulations (Cited in para 14-1.) (Available at: www.defensetravel.dod.mil.)

JTR

Joint Travel Regulations [Civilian] (Cited in para 7-8*a*.) (Available at: www.defensetravel.dod.mil.)

5 USC 5742

Transportation of remains, dependents, and effects; death occurring away from official station or abroad (Cited in para 14-3.)

10 USC 101

Definitions (Cited in glossary.)

10 USC 655

Designation of persons having interest in status of a missing member (Cited in glossary.)

10 USC 816

Courts-martial classified (Cited in para 11-3.)

10 USC 1477

Death gratuity: eligible survivors (Cited in glossary.)

10 USC 1481

Recovery, care, and disposition of remains: decedents covered (Cited in para 5-8*a*.)

10 USC 1482

Expenses incident to death (Cited in para 10-5.)

10 USC 1513

Definitions (Cited in glossary.)

10 USC 4712

Disposition of effects of deceased persons by Summary Courts-Martial (Cited in para 11–3.)

10 USC 10142

Ready Reserve (Cited in glossary.)

10 USC 10151

Standby Reserve: Composition (Cited in glossary.)

10 USC 12301

Reserve components generally (Cited in glossary.)

10 USC 12302

Ready Reserve (Cited in glossary.)

10 USC 12306

Standby Reserve (Cited in glossary.)

10 USC 12401

Army and Air National Guard of the United States: status (Cited in glossary.)

10 USC 12408

National Guard in Federal service: physical examination (Cited in glossary.)

37 USC 476

Travel and transportation allowances: dependents; baggage and household effects (Cited in para 14–3.)

37 USC 481f

Travel and transportation allowances: transportation for survivors of deceased member to attend member's burial ceremonies; transportation for survivors of member dying overseas to attend transfer ceremonies (Cited in fig B–1.)

DODI 1300.18

Personnel Casualty Matters, Policies, and Procedures (Cited in para 1–7.)

Public Law 84–305

Reserve Forces Act of 1955 (Cited in para 12–7a.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

AR 25–50

Preparing and Managing Correspondence

AR 25–400–2

The Army Records Information Management System (ARIMS)

AR 27–20

Claims

AR 190–8

Enemy Prisoners of War, Retained Personnel, Civilian Internees and Other Detainees

AR 195–5

Evidence Procedures

AR 210–130

Laundry and Dry Cleaning Operations

AR 600–25

Salutes, Honors, and Visits of Courtesy

AR 700–84

Issue and Sale of Personal Clothing

AR 840–10

Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

10 USC 12402

Army and Air National Guard of the United States: commissioned officers; duty in National Guard Bureau

10 USC 12403

Army and Air National Guard of the United States: members; status in which ordered into Federal Service

10 USC 12404

Army and Air National Guard of the United States: mobilization; maintenance of organization

10 USC 12405

National Guard in Federal Service: status

10 USC 12406

National Guard in Federal service: call

10 USC 12407

National Guard in Federal service: period of service; apportionment

Section III

Prescribed Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site (<http://www.apd.army.mil>).

DA Form 7404

Escort Briefing Checklist (Prescribed in para 6–10*e*.)

DA Form 7405

Authorized Interment Expenses Worksheet (Prescribed in para 8–9*b*.)

DA Form 7406

Summary Court Martial Officer Checklist (Prescribed in para 11–1.)

Section IV

Referenced Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate (APD) Web site (<http://www.apd.army.mil>); DD forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/forms/index.htm>).

DA Form 31

Request and Authority for Leave

DA Form 54

Record of Personal Effects

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2773

Statement of Identification

DA Form 3645

Organizational Clothing and Individual Equipment Record

DA Form 4137

Evidence/Property Custody Document

DA Form 4160

Patient's Personal Effects and Clothing Record

DA Form 5329

Escort Report

DA Form 5330

Release of Remains for Local Disposition (OCONUS)

DA Form 7302

Disposition of Remains Statement

DD Form 93

Record of Emergency Data

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 256A

Honorable Discharge Certificate

DD Form 565

Statement of Recognition of Deceased

DD Form 1076

Military Operations Record of Personal Effects of Deceased Personnel

DD Form 1300

Report of Casualty

DD Form 1375

Request for Payment of Funeral and/or Interment Expenses

DD Form 1610

Request and Authorization for TDY Travel of DOD Personnel

DD Form 2062

Record of Preparation and Disposition of Remains (Outside CONUS)

DD Form 2063

Record of Preparation and Disposition of Remains (Within CONUS)

DD Form 2065

Disposition of Remains-Reimbursable Basis

**Appendix B
Disposition of Remains Briefing Guide**

B-1. Introduction

Good morning/afternoon, I am (name) of the (name) Casualty Assistance Center (CAC). This briefing is to familiarize you with the disposition of remains procedures, options, and reimbursable allowances. You will be providing this information to the person authorized to direct disposition (PADD) of (rank and name of decedent) remains. Feel free to

ask questions as I go over the procedures, options, and allowances with you. AR 638–2 and DA Pam 638–2 explain Army policies and procedures for the Army Mortuary Affairs Program. (Hand the CAO the publications.)

B–2. Key points

a. Based on what you tell them, the PADD and other Family members will make disposition of remains decisions that will have both a financial and emotional consequence. Do not promise the PADD you will do something that you cannot do. Do not promise or imply that all funeral and interment expenses will be paid or reimbursed by the Army. There are specific reimbursable allowances that cannot be exceeded.

b. The right to direct disposition of remains is a highly emotional issue in many Families. On occasion, each Family member will have a different opinion on what to do. The Army does not negotiate with committees or intervene in Family disputes. Accordingly, you must ensure that you are talking only with the person authorized to give disposition instructions.

c. One of the PADD’s major concerns will be how soon will the remains arrive at the funeral home he or she designates. This is a crucial factor to the PADD. It is important to verify the status of the remains before visiting the PADD. On occasion, remains are unrecoverable or not readily accessible. Be alert to this concern and answer the questions with care. Stress that no date or time for funeral service should be set until the PADD is notified as to when the remains will arrive at the receiving funeral home.

d. From overseas areas during peacetime, the average time from date of death until the remains reach the receiving funeral home is 5 to 7 days. This time is needed for any postmortem examination by medical authorities, preparation and casketing at the overseas mortuary, transportation to the United States by commercial airlines, and final delivery to the receiving funeral home.

e. When death occurs in the United States, the average time until the remains reach the receiving funeral home is 3 to 4 days.

f. Stress that the return time is the average length of time. The PADD may consider this too long. Be tactful in explaining the reasons for the length of time. Remains may be delayed for medical examination, criminal investigation, or for proper travel documentation. Transportation of remains is subject to availability of scheduled flights. Follow up on the status of remains and keep the PADD informed; do not wait for the PADD to ask about the status.

g. The decision to inter in a national cemetery versus a private cemetery and the selection of a funeral home are decisions which the PADD alone must make. Be careful not to influence the PADD’s decision or to recommend one funeral director over another. Should the PADD ask for an opinion, tactfully state that, as a representative of the Army, you cannot suggest a specific funeral home. A listing of all reputable funeral homes in the area may be presented. However, do not become involved in selection of merchandise or monetary transactions between the funeral home and the PADD. To do so could legally obligate the Government if the PADD failed to pay the bill.

h. These decisions will be difficult for the PADD, and the PADD may wish to put them off. However, encourage the PADD to decide as soon as possible because the remains cannot be returned until the Army authorities know where to ship them. Be forthright but not offensive or pushy. Act with tact and empathy.

i. The Family will ask about the condition of the remains and specifically if the remains are viewable. Do not attempt to answer this question until you verify the condition of the remains with us. The preparing mortuary will provide us with their professional opinion as to the condition of the remains. You will pass this information to the PADD. The final decision to view the remains or not always rests with the PADD.

j. Generally speaking, there are three classifications of viewability: viewable, viewable for identification, and non-viewable. Viewable remains are presentable and will not, in themselves, cause further distress. It is believed the appearance of the remains is similar to the deceased’s normal appearance. Viewable for identification remains are less presentable than viewable and may cause additional distress when viewed. However, the remains still show identifiable features and characteristics.

k. Non-viewable remains are not presentable and may cause additional distress when viewed. Frequently, non-viewable remains have been severely disfigured and bear no resemblance to the deceased. The Family should be asked to allow the funeral home staff or Family physician to view the remains first and to advise them whether viewing the remains is in their best interest.

B–3. Sample briefing

Below is a sample briefing to use when talking with the PADD. The CAC representative will use this dialogue to brief and will hand the CAO a copy of the briefing (fig B–1). The CAO will follow along with the CAC representative.

Disposition of Remains Briefing

1. Ensure that you are addressing the person authorized to direct disposition of remains (PADD).

My name is [Insert your rank/name], and I am here to speak with [Insert name of PADD] the [Insert relationship] of [Insert rank/name of decedent].

2. Inform the PADD of your objective.

I'm here to advise you of your options and entitlements concerning the preparation, transportation, and interment of your [son's/daughter's/wife's/husband's] remains.

3. Verify the PADD's willingness to accept responsibility for the remains or memorial service when remains are not recovered.

You are the person authorized to direct disposition of [Rank/Name of decedent]'s remains [or arrange the memorial service if the remains are non-recoverable] based on the Army's predetermined precedence list. You do not have to accept this responsibility. If you do not wish to accept this responsibility, the Army will contact the next person on this established list. Do you wish to accept responsibility for determining the disposition of [Rank/Name of decedent]'s remains [or memorial service when remains are not recovered] at this time? [If the PADD wishes to relinquish rights to direct disposition, have the PADD sign block 6 on the DA Form 7302 and conclude the briefing. Remember, if all persons in AR 638-2, paragraph 4-4a(1) through (11) decline to direct disposition, a special power of attorney can be drafted, with the approval of the CDR, AHRC-PDC, to permit another person to direct disposition. Under these circumstances, please go to Paragraph 4. If the PADD accepts responsibility, continue with the instructions in paragraph 5.]

4. Instructions for Special Power of Attorney

Would you prefer that another person make the arrangements on your behalf? If so, you may choose a person and grant him/her a special power of attorney. This special power of attorney will be for the specific purpose of making decisions regarding the disposition of [Rank/Name of decedent]'s remains and nothing else. If you are considering this option you should contact [Rank/Name and telephone number of POC at your CAC]. [Continue with paragraph 4.]

5. If the remains have not been recovered, brief the following entitlements. If the remains have been recovered, continue with paragraph 6.

Since [Rank/Name of decedent]'s remains have been determined to be nonrecoverable, the Army is authorized to reimburse you up to [XXXXXX.00] for expenses relating to a memorial service. Here is a list you may keep that outlines most of the reimbursable and non-reimbursable expenses. [Provide the

Figure B-1. Disposition of Remains Briefing

PADD with Attachment 1 (Table 1-4 of AR 638-2).] Additionally, **[Rank/Name of decedent]** is entitled to a memorial marker at a Government cemetery. **[Proceed to paragraph 14. Answer questions and complete the DA Form 7302.]**

6. Verify the location of the remains with the PADD.

I've been told by **[Rank/Name of POC at your CAC]** that **[Rank/Name of decedent]**'s remains are now in the custody of **[Name of hospital/mortuary or other medical authority]**. Is this correct? **[Note and report any discrepancy to the CAC.]** Have you already released **[Rank/Name of decedent]**'s remains to a funeral home for preparation? **[If the response is yes, continue with paragraph 9. If the response is no, continue with the paragraph 7.]**

7. Provide the PADD with the two basic disposition of remains options: Army-arranged or Family-arranged.

You have two basic options for the preparation and transportation of **[Rank/Name of decedent]**'s remains. You have the choice of having the Army make arrangements for the preparation and transportation of **[Rank/Name of decedent]**'s remains to a funeral home or cemetery, or you and your Family may make the arrangements for yourselves.

8. Inform the PADD about the Army-arranged option.

The first basic option available to you is the Army-arranged option. If you choose to have the Army make arrangements for the preparation and transportation of **[Rank/Name of decedent]**'s remains, the Army will contract with a funeral home to do so. The funeral home will prepare, dress, and provide a casket and arrange to transport them to the funeral home of your choice for the funeral and interment services. The Army will provide a military escort for the remains during the transportation. This option also provides you with the choice of having the Army arrange to cremate his/her remains. You may have **[Rank/Name of decedent]**'s remains cremated before being transported to the funeral home you select or after the remains arrive at your funeral home. When you elect cremation, the Army will pay all expenses incurred involving the cremation, dressing, purchase of a casket and urn, and transportation of **[Rank/Name of decedent]**'s remains.

The Army-arranged option provides you with a choice of the type of casket or urn you can select. For caskets, you may choose either a steel or hardwood casket. Both caskets are of equal quality. This choice is a matter of personal preference; however, the steel casket seals airtight. The wooden casket does not. I have pictures of both types of caskets if you'd like to see them. In some overseas areas, and in some instances, the Army must use a casket with an airtight seal due to the condition of the remains. I will advise you if you choose a wooden casket and the Army cannot provide it to you. For urns, you may choose either a bronze or hardwood urn. I have pictures of both types of urn if you'd like to see

Figure B-1. Disposition of Remains Briefing—continued

them. If you choose an urn, it will be inscribed with **[Rank/Name of decedent]**'s rank and name.

It is important for you to understand, however, that the Army-arranged option is not available if you, or another relative, have already released **[Rank/Name of decedent]**'s remains to a funeral home or if you do so before the Army can comply with your instructions.

9. Inform the PADD about the Family-arranged option.

The second basic option available to you is the Family-arranged option. With this option, you are responsible for making all of the arrangements for the preparation, casketing, and transportation of **[Rank/Name of decedent]**'s remains. The Army will not interfere with the arrangements you make. With this option, however, the Army cannot provide any services or supplies to include a casket or urn. Under this option, you are initially responsible for paying all costs for the preparation, casketing, and transportation of **[Rank/Name of decedent]**'s remains.

The Army will reimburse you a certain amount for the preparation of and casket for **[Rank/Name of decedent]**'s remains. This amount will be up to **[\$XXXX.00—Provide the PADD with the maximum dollar limit.]** It is important for you to understand that this allowance is strictly for the cost of preparation and casket. It cannot be applied to any funeral or interment expenses you incur.

The Army will reimburse you for the cost of transporting **[Rank/Name of decedent]**'s remains from the point at which they are released by medical authorities to their final resting place. This reimbursable cost will be limited by the amount the Army would pay if the Army had arranged transportation. The Army will provide a military escort for the remains during the transportation.

Also with this option, the Army will provide a uniform for **[Rank/Name of decedent]**'s remains, if needed.

10. Inform the PADD about entitlements available regardless of Army-arranged or Family-arranged options.

The following entitlements are available to you regardless of which option you choose concerning the preparation of **[Rank/Name of decedent]**'s remains.

The Army will reimburse you for certain funeral and interment expenses. However, not every expense you incur may be reimbursed. The amount of money you will be reimbursed will be the same whether you select the Army-arranged or Family-arranged option for preparation and transportation. Here is a list you may keep which outlines most of the reimbursable and non-reimbursable expenses. **[Provide the PADD with Attachment 2 (a modification of Tables 1-1 through 1-3 and 1-5 of AR 638-2).]**

Figure B-1. Disposition of Remains Briefing—continued

Once you contract with a funeral home of your choice, you will be required to provide the Army with the funeral home's general price list (which you can obtain from the funeral home) and a copy of the contract you signed in order to be reimbursed. You will also be required to complete a DD Form 1375 (Request for Payment of Funeral and/or Interment Expenses). I will provide you with this form at our next meeting.

The maximum amount the Army will reimburse you for funeral and interment expenses, whether the remains are cremated or not, is contingent upon the type of cemetery you choose. Here are the combinations that are available and their maximum reimbursable amounts:

- a. Army-arranged preparation, casketing, and transportation of **[Rank/Name of decedent]**'s remains to a funeral home with interment in a private cemetery is **[\$XXXX.00]**.
- b. Army-arranged preparation, casketing, and transportation of **[Rank/Name of decedent]**'s remains to a funeral home with interment in a Government cemetery is **[\$XXXX.00]**.
- c. Army-arranged preparation, casketing, and transportation of **[Rank/Name of decedent]**'s remains (that is without a funeral service or viewing) directly to a Government cemetery is **[\$XXXX.00]**. You may still have a graveside service with this choice.
- d. Family-arranged preparation, casketing, and transportation of **[Rank/Name of decedent]**'s remains to a funeral home with interment in a private cemetery is **[\$XXXX.00]**.
- e. Family-arranged preparation, casketing, and transportation of **[Rank/Name of decedent]**'s remains to a funeral home with interment in a Government cemetery is **[\$XXXX.00]**.

The Army will not perform cremation. Each State has its own rules and regulations pertaining to cremation. The person authorized to direct disposition will have to obtain the cremation authorization form for final disposition from the funeral home of his/her choice. You may make those arrangements through your funeral home subject to the Army-arranged maximum allowances option 4. You may choose to retain the cremated remains or to inter them in a private or Government cemetery. The Army is only responsible for reimbursement of the cremation costs.

You cannot apply unused funeral and interment allowances toward preparation and transportation expenses or apply unused preparation and transportation allowances toward funeral and interment expenses.

11. Inform the PADD as to the decedent's eligibility for interment in a Government cemetery.

Figure B-1. Disposition of Remains Briefing—continued

Based upon **[Rank/Name of decedent]**'s honorable service, **[he/she]** may be eligible for interment in a Government cemetery with available grave space such as one in the National Cemetery System or one of those controlled by States or military reservations. Most Government cemeteries are under the Department of Veterans Affairs, not the Department of the Army.

12. Inform the PADD as to the travel entitlements.

The Army is authorized (37 USC 411f) to provide Family funeral travel to a Soldier's interment service. The Army may provide round trip travel and transportation allowances to the deceased surviving spouse, children, parents and the parents of the Soldier's spouse, siblings, and the person authorized to direct disposition of the Soldier's remains. The travel can be by commercial carrier (airline, bus, train, etc.) or privately owned vehicles. **[Rank/Name of POC at your CAC]** can assist you with making travel arrangements, if necessary. **[Provide the PADD with the contact telephone number for the CAC.]**

13. Inform the PADD as to the handling of the decedent's personal effects.

When a Soldier dies, the Army is required, by law, to convene a summary-court martial to secure the Soldier's personal effects that have not yet been claimed by a surviving spouse or other legal representative. This summary court-martial officer determines who is the person eligible to receive the effects and then arranges delivery of the effects to the eligible person. Delivery of the personal effects in itself does not vest ownership of the property to the recipient; it only transfers the custody and responsibility for their care. Any additional questions you have concerning **[Rank/Name of decedent]**'s personal effects should be directed to **[Rank/Name of SCMO or POC at CAC]**.

14. Complete the DA Form 7302.

We need to complete Department of the Army Form 7302 (Disposition of Remains Statement). **[Carefully read over the DA Form 7302 with the PADD. Ensure they understand all the options. Ensure that the correct allowances have been entered in each option block. Print the name and telephone number of the funeral home selected by the PADD in the appropriate option block. Ensure that the PADD has initialed the appropriate option block and has signed and dated the PADD signature block. Ensure you sign the form in the witness block.]**

15. Setting the funeral date.

Please do not set a date for the funeral service until I advise you of the date and time when your **[son's, daughter's, husband's, wife's]** remains will arrive at the funeral home you selected.

From overseas areas during peacetime, the average time from date of death until the remains reach the receiving funeral home is five to seven days. This time is needed for any post-mortem examination by medical authorities, preparation and

casketing at the overseas mortuary, transportation to the United States by commercial airlines, and final delivery to the receiving funeral home.

When a death occurs in the United States, the average time until the remains reach the receiving funeral home is three to five days.

I will advise you of the itinerary as soon as I receive it. Be assured the Army will use the most expeditious means available.

16. [Ask for questions.] Do you have any questions at this time? [Answer questions.]

If you have no further questions at this time, you may have some later. If you do, I may be reached during duty hours at **[Provide the PADD with your contact telephone numbers.]** In the event you require assistance after-hours, please telephone **[Provide the PADD with an after-hours contact telephone number.]** **The briefing is concluded.]**

Figure B-1. Disposition of Remains Briefing—continued

Attachment 1

Authorized and unauthorized memorial expenses (applies only to nonrecoverable remains)

Authorized memorial service expenses

1. Memorial service director's fee.
2. Use of a chapel or facilities.
3. Local transportation for the Family to and from place of memorial service.
4. Flowers.
5. Flower car.
6. Death notices.
7. Announcements of the memorial service.
8. Clergy fee or honorarium.
9. Memorial plot in civilian cemetery (limited to the size of one standard grave).
10. Single musician (organist, pianist, bagpiper, etc.).
11. Vocalist.
12. Registers, cards, or folders.
13. Purchase of memorial plaque.
14. Installation of memorial plaque.

Unauthorized expenses

1. Casket. The Army will not provide a casket to be interred when remains are not recovered nor be party to such a practice.
2. Casket receptacle.
3. Funeral coach.

Figure B-1. Disposition of Remains Briefing—continued

Attachment 2

Authorized primary care expenses

1. Embalming.
2. Cremation, to include cremation container.
3. Restorative art.
4. Dressing the remains.
5. Casketing the remains.
6. Casket.
7. Special handling for contagious disease.
8. Urn to include engraving.
9. Minimum service for shipping remains.
10. Clothing.
11. Cosmetology.
12. Hair styling and dressing.
13. Removal of remains.
14. Professional services.
15. Other preparation of remains as defined in the glossary.
16. Death certificate (not to exceed 2 copies).
17. Medical examiner's cremation authorization.

Figure B-1. Disposition of Remains Briefing—continued

Attachment 3

Authorized secondary care expenses

1. Use of facilities for viewing or visitation.
2. Chapel or religious facility.
3. Professional services.
4. Grave side service.
5. Cemetery equipment.
6. Temporary grave marker.
7. Funeral service.
8. Flowers.
9. Pallbearers when military burial honors are not performed.
10. Service bulletins or service orders.
11. Prayer cards.
12. Acknowledgment cards.
13. Guest register.
14. Religious items required for disposition of remains.
15. Single Musician (Organist, Pianist, Bagpiper).
16. Vocalist.
17. Clergy honorarium.
18. Opening and closing of grave.
19. Single grave space.
20. Rental casket for cremation.
21. Police escort for funeral procession.
22. Minimum service package for receiving remains.
23. Minimum service package for direct interment.
24. Minimum service package for direct cremation.
25. Family car for immediate Family.
26. Flower car.
27. Outer interment container; grave liner or vault.
28. Lead vehicle.
29. Burial permits and licenses.
30. Single Columbarium niche.
31. Sales tax.
32. Stop-over expenses – prior authorization from CMAOC required.

Figure B-1. Disposition of Remains Briefing—continued

Attachment 4

Authorized transportation expenses

1. Funeral coach.
2. Service vehicle (Used for the transport of remains. Anything other than that is considered a secondary expense.)
3. Basic transportation fee.
4. Air tray and/or Casket outer shipping container.
5. Zigler case (when required).
6. Transit permits.
7. Removal of remains from place of death or place where they are released by authorities to a preparing mortuary or funeral establishment.
8. Delivery of remains from the preparing mortuary to the crematory and return.
9. Delivery of remains to a common carrier.
10. Shipment of remains by common carrier.
11. Delivery of remains from common carrier at destination to receiving funeral home or Government cemetery.
12. Delivery of remains from receiving funeral home to a local cemetery or crematory.
13. Police escorts when required by local laws.

Figure B-1. Disposition of Remains Briefing—continued

Attachment 5

Unauthorized expenses

1. Uniforms and travel expenses for burial honors teams and service representatives.
2. Autopsy, inquest, coroner's fees, including transportation of remains for these purposes.
3. Routine office or administrative supplies and services; except when authorized by the CDR, AHRC-PDC during mobilization or multiple fatality incidents.
4. Personnel expenses such as payroll.
5. Entertainment expenses such as reception hall, food, or music.
6. Transportation of personal effects unless authorized by CDR, AHRC-PDC.
7. Family car for other than the immediate Family.
8. Excess per diem.
9. Professional mourners or escorts provided by the funeral home.
10. Car for clergy or pall bearers.
11. Replacement caskets unless approved by AHRC-PDC.
12. Perpetual care and/or Endowment care.
13. Permanent grave markers unless approved by AHRC-PDC.
14. Transportation of persons not authorized to travel by Federal law or Army regulation.
15. Transportation of the remains to places other than the place of funeral or interment services unless approved by AHRC-PDC.
16. Those services and supplies not directly associated to the care, processing, disposition, or transportation of the remains.
17. Flag, grave decorating (12 by 18 inches) NSN 8345-00-656-1433.

Figure B-1. Disposition of Remains Briefing—continued

Appendix C Preparation of Remains and Casket

C-1. Remains inspection

Remains are inspected three times: after embalming, after dressing, and after placement of remains in a casket. Failure to pass these inspections will require the contractor to remove the remains from the casket and perform one or more of the following services as directed by the contracting officer or designee: additional disinfectant or preservative treatment, re-dressing or rewrapping, or placement of remains in new casket when the original casket is defective. When the Service mortuary representative directs corrective action under this paragraph, the contractor shall perform the corrective measures and other required services again at no additional cost to the Government.

C-2. Preparation of remains

DOD mortuaries and funeral homes under contract to provide DOD mortuary services will prepare and embalm remains of all entitled personnel unless embalming is expressly prohibited in writing by the person authorized to direct or effect disposition. Frequently, final disposition of processed or reprocessed remains may not be affected for a period of 10 days or more or the remains may be subjected to extreme weather conditions, or the remains may be transported over long distances. All remains, whether viewable or non-viewable, require variations in embalming techniques and procedures to accomplish maximum disinfection, preservation, and restoration of all body tissues. The following procedures will be accomplished in the course of processing or reprocessing all viewable remains, and to the extent possible, non-viewable remains.

a. Insect Treatment: Maggots and other insect larvae shall be destroyed and their breeding sites in or on the remains thoroughly treated with an insecticide chemical.

b. Disinfecting: All body orifices shall be treated with a non-astringent, disinfectant chemical.

c. Washing: All body surfaces will be thoroughly washed with warm water and germicidal soap. Special attention will be given to the viewable surfaces, for example the face and hands.

d. Grooming: For military personnel, male facial and scalp hair shall be washed and groomed to conform to military standards; suitable hair preparation shall be accomplished for females to conform to military standards. Fingernails shall be cleaned and trimmed. For non-military personnel, the Service mortuary representative will check with the Family to ascertain personal preferences.

e. Setting features: The mouth will be securely closed by needle injector, muscular or mandibular suture, where the lips abut to form a natural expression. The eyes shall be securely closed by the use of eye caps, with proper attention given to prevent wrinkling of the eyelids and a sunken appearance.

f. Body positioning: The body will be positioned to appear comfortable and restful. The head will be positioned straight, without any turn, and hands will be positioned left over right. Deviation will be dependent upon the conditions of the remains at the discretion of the embalmer.

g. Damaged Tissue: The embalmer will determine when during the preparation process ulcerated, burned, and necrotic tissue, and/or bedsores, shall be excised and/or treated either by hypodermic injection or by cavity pack application of deodorizing/preserving chemicals.

C-3. Embalming of Remains

a. Preparation of Viewable Remains: To obtain optimum results, a thorough pre- embalming case analysis will be completed. At a minimum, a six-point arterial injection using the carotid, axillary or brachial and iliac or femoral arteries with multi-site drainage will be accomplished. The only exception to this requirement is in the absence of a limb or the head. The arterial chemical solution injected into the remains shall contain a minimum 5% concentration, by volume, of aldehyde or aldehyde derivative preservative agent(s). The total volume of arterial solution injected shall not be less than 1 gallon per 50 pounds of body weight. Unless the decedent is edematous, a humectant must be added in equal volume to the arterial chemical, in the total fluid solution injected into the head and arms. It is permissible for a humectant based arterial chemical to be used in lieu of humectant additive being incorporated into the total fluid solution. For non- autopsied cases, the thoracic, abdominal, male genitals, and cranial cavities shall be thoroughly aspirated and injected with full-strength cavity chemicals having a 30 index (%) or greater. A minimum of 16 ounces of cavity chemical must be injected into the thoracic cavity, and a minimum of 16 ounces in the abdominal cavity and male genitals, and a minimum of 2 ounces of cavity chemical to ensure preservation of contents of the cranial cavity, having a 30-index (%) or greater. Hypodermic injections, packs, or other special treatments shall be accomplished, as required, to assure the disinfection and preservation of all body tissues. A lanolin-based (or comparable) massage cream shall be applied on the face and hands to prevent dehydration.

b. Preparation of Non-viewable Remains: To obtain optimum results, a thorough pre- embalming case analysis will be completed. At a minimum, a six-point arterial injection using the carotid, axillary or brachial and iliac or femoral arteries with multi-site drainage will be accomplished. Each gallon of arterial fluid shall contain a minimum 10%

concentration, by volume, of aldehyde or aldehyde derivative preservative agent(s). The total volume of arterial solution injected shall not be less than 1 gallon per 50 pounds of body weight. All body areas shall be further treated by means of hypodermic injection using undiluted cavity chemicals having a 30 index (%) or greater. In addition, packs, special gels and/or dry sanitizers shall be used, as required, to ensure preservation, prevent leakage, and eliminate all offensive odors. The thoracic, abdominal, male genitals, and cranial cavities shall be thoroughly aspirated and injected with full-strength cavity chemicals having a 30 index (%) or greater. A minimum of 16 ounces of cavity chemical must be injected into the thoracic cavity, and a minimum of 16 ounces in the abdominal cavity and male genitals, and a minimum of 2 ounces of cavity chemical to ensure preservation of contents of the cranial cavity, having a 30- index (%) or greater. When arterial injection and/or cavity treatment is not possible, all articulated and disarticulated anatomical portions shall be thoroughly disinfected and preserved via hypodermic injection and accessory chemical embalming techniques. Immersion and/or hypodermic-injection with a trocar and/or syringe and needle, using full strength cavity chemicals 30-index (%) or greater is acceptable. Surface application of liquid, gel, or dry sanitizers and preservatives is also required to supplement primary needle and/or hypodermic injection techniques.

c. Autopsied Remains: If a partial or complete autopsy is performed, a 6-point injection with multisite drainage shall be accomplished, using the arterial chemical solutions requirements as specified in 6.1. or 6.2. Hypodermic-injection of the thoracic and abdominal walls; back, buttocks, male genitals, shoulders, vertebral column with an undiluted cavity chemical having a 30-index (%) or greater is required. The scalp will be injected by syringe and needle with the chemical solution used for the arterial injection. The internal organs (viscera) from remains that have had a cranial, thoracic and/or abdominal examination, shall be removed, cut into sections not greater than 2 x 2 inch and immersed in a undiluted cavity chemical having a 30-index (%) or greater, for a minimum of 2 hours. The inner surfaces of the body cavities shall be given a liberal application of gel aldehyde or aldehyde derivative preservative. The preserved organs are to be placed into the thoracic or abdominal cavities and liberally coated with a aldehyde or aldehyde derivative preservative and drying compound (hardening compound). When a cranial autopsy is performed, the vertebral and internal carotid arteries must be sealed, the cranial cavity shall be packed with cotton and the calvarium secured by cranial clamps or wiring. The scalp shall be replaced over the calvarium, the incision tightly and neatly sutured to avoid leakage and unnatural appearance. The color of the suture cord should blend with the deceased's hair to not be noticeable after placement in the casket.

C-4. Treatment of Scalp (Viewable Remains)

If the scalp was shaved because of medical treatment or surgery, processing or reprocessing shall be accomplished as specified for viewable remains, after which the cranium shall be wrapped with gauze or equivalent in a neat and professional manner. The Services retain the ability to use an authorized uniform hat or beret, in lieu of gauze wrap.

C-5. Partial Head Wrap

Remains will be prepared per paragraph C-3. The embalmer will ensure the tissue is firm, dry, and thoroughly preserved. The wrapping will be accomplished per paragraph 6.7.2.1., but will be limited to covering the affected area of trauma providing the possibility of viewing if desired by the person with authority to direct or effect disposition.

C-6. Mutilated Hands (Viewable Remains)

When the hands are mutilated, to the point that restoration is not possible, or discolorations are present that cannot be cleared, the hands shall be treated in a manner which shall render all tissue firm, dry, and thoroughly preserved. The hands will then be placed in opaque, leak proof gloves followed by white (military) cloth gloves.

C-7. Wounds, stains and discolorations

All lacerations, abrasions, incisions, excisions, and burn wounds shall be sealed and/or sutured to prevent leakage. Swollen or distorted features shall be reduced to the normal contours. Applying packs and/or needle injection may be used to chemically bleach ante mortem/postmortem stains. On viewable areas, masking cosmetics may be used to render stains/discolorations non- detectable.

C-8. Dressing Remains

The person with authority disposition will be consulted and provided the opportunity to determine the clothing the deceased is to be dressed, or which is to be displayed upon the top of wrapped remains, as the situation dictates. The contract funeral home or DOD facility providing mortuary services will be provided the clothing selected. Prior to dressing, all remains will be placed in a white, opaque, or clear leak proof protective undergarment (one-piece plastic garment used to cover the entire body from the neck down to include the feet).

C-9. Viewable

Remains that have been processed or reprocessed as outlined in paragraph C-3 will be dressed in the clothing provided by the Service mortuary representative.

C-10. Non-viewable

Remains that have been processed or reprocessed as outlined in paragraph C-3b, will be dressed, whenever possible, in the clothing provided by the Service mortuary representative. Trauma that is isolated to a specific area will be wrapped with gauze or equivalent in a neat and professional manner.

C-11. Head Wrap

During the embalming process, the tissue shall be prepared to present as natural a head shape as possible once the head wrap process is complete. Required materials to accomplish the head wrap process include: two (2) clear or semi-transparent plastic (.78 mil or greater) liner bags approximately 24" by 23"; 2" white surgical tape or 2" clear strapping tape; 12 yards of 4.5" (Sterile or Non-sterile) gauze bandage (approx. 3 rolls); cotton prep towels; (sterile or non-sterile) absorbent cotton or absorbent sheet product. Prior to beginning the wrapping process, all tissue and hair shall be rendered as dry as possible. Wrapping shall be accomplished as follows: The embalmer will place one clear or semi-transparent bag over the head and tuck down into the full-body, plastic garment, as required in paragraph C-8. Ensure all air is removed from the bag before it is secured at the base of the neck with tape. Taping the bag around the forehead, over the nose and over the chin may provide a more aesthetically pleasing shape. The embalmer will place a second clear or semi-transparent bag over the head and repeat the above steps, taking care not to lose shape of the facial features, if present. A minimum of three (3) strips of gauze bandage will be prepared side by side, overlapping .25 inch and centered over the crown of the head extending to the base of the skull and the base of the chin. The bandage will be tightly stretched and unobtrusively secured by tape. Beginning at the natural hairline on the left side of the head, the embalmer will secure the end of gauze bandage roll. Once secure, the gauze bandage will be wrapped around the head, overlapping the previous row of bandage by one half the width of the gauze bandage. This is done to ensure no visibility of the underlying plastic bag or and to present a neat and professional appearance. The gauze bandage will continue to be wrapped around the head, down the neck until it reaches the base of the neck and will be secured with white surgical tape. The remains should then be dressed per paragraph C-8, ensuring no tape is visible above the collar of the shirt or blouse.

C-12. Wrapped Remains

Remains that have been processed or reprocessed as outlined in paragraph C-3 and are so badly traumatized that the remains cannot be dressed, shall be wrapped. Wrapping shall be accomplished as follows: Polyethylene sheeting (5 mil or greater) and a wool blanket shall be furnished by the Service's mortuary representative. The military wool blanket shall be spread on the dressing table with opposing corners at the head and foot ends of the table. The blanket is then covered with white cotton sheet followed by a sheet of polyethylene. Cotton strips are laid down the center of the plastic sheet and liberally coated with a preservative/drying compound (hardening compound). The dorsal side of the remains shall be coated with a gel preservative and then laid on top of the prepared wrapping material on the dressing table. The ventral side of the remains shall be liberally coated with a preservative/drying compound (hardening compound). Additional cotton strips shall be placed over the remains, completely covering them. The polyethylene sheet is then folded in around the remains. The folding of the polyethylene sheeting, white cotton sheet and wool blanket shall be uniform, with the head and foot ends folded in first. The wrapping material on the left side of the remains shall be folded to the right. The right side then folded to the left side of the remains shall be secured with tape or pins, as applicable and described below. All seams in the polyethylene sheeting shall be sealed with nylon filament packing tape, to ensure no odor and/or fluid is emitted from the wrapping. When necessary, in extreme cases, duplicate layers of polyethylene sheets may be used. The white cotton sheet is then wrapped around the polyethylene-sheathed remains, secured with large safety pins (silver in color, 2-3 inches) placed no more than 4 inches apart. The wool blanket is then wrapped around the white cotton sheet, which shall have as few creases as possible, and secured with large safety pins placed no more than 4 inches apart. A tag identifying the deceased shall be attached to the foot end of the wrapped remains bearing the deceased name, rank, last four of the social security number, and date of death.

C-13. Cosmetics

Cosmetics shall be applied only in the amount necessary to produce natural color and texture.

C-14. Embalmer Evaluation

The embalmer processing or reprocessing the remains shall critically evaluate the completed treatment to ensure all remains are effectively disinfected, uniformly preserved, and will arrive at its destination in satisfactory condition. The Service mortuary representative will authorize delivery or shipment of remains when assured that the services and supplies furnished by the contractor including the signed DD Form 2062 or the signed DD Form 2063 meets this performance work statement and commercial item descriptions in their entirety.

C-15. Placement in Casket

Remains shall be placed in the casket in a manner that will create an appearance of rest and repose. The position of the remains must be maintained during transit. When remains are prepared for shipping, body-positioning devices may be placed around the remains to prevent shifting. Only positioning devices available from funeral service suppliers are

authorized. A piece of plastic will be placed between the decedent's head and the pillow. A piece of plastic will be placed under the hands, for transit, to ensure cosmetics are not transferred onto the uniform or clothing. When white gloves are utilized, no plastic is required under the hands. A clean piece of tissue will be placed over the face. The casket shall be of sufficient size to prevent the appearance of crowding and cramping.

C-16. Caskets

a. Metal Interment/Entombment Casket: An 18-gauge steel, protective, half couch casket, within the range of silver tone to gray. The casket will be upholstered in a white, ivory or similar color crepe, satin or similar material. The casket will have a continuous fixed bar or swing arm handles. The bottom of the casket is attached by a continuous seam weld.

b. Hardwood Interment/Entombment Casket: A solid hardwood, perfection cut, half couch casket, with a satin or high gloss walnut finish, upholstered in a rosetan, or other neutral color crepe, satin or similar material. The casket will have a continuous fixed bar or swing arm handles.

c. Cremation Caskets: A hardwood, perfection cut, half couch casket, with a satin or high gloss walnut finish, upholstered in a rosetan, or other neutral color made of crepe, satin or similar material. The casket will have handles that may be either a continuous fixed bar or swing arm. The casket must have a raised crown (flat top cremation caskets will not be acceptable) and will be constructed with minimum metallic parts and be specifically designed for cremation of human remains.

d. Alternative Cremation Container: A minimum fiberboard container which will ONLY be utilized for the cremation of subsequent portions of human remains. DOD Mortuaries will retain an adequate supply of Alternative Cremation Containers for subsequent remains cremation.

C-17. Shipping containers (Air Tray or Equivalent)

Shipping containers are authorized for shipment of standard and oversize caskets. Casket shipping containers furnished by contractors shall conform to the Performance Testing Specification requirements of the air carriers and subsequent connecting carriers. For overseas shipment, the contractor shall provide a casket-shipping container that meets the requirements of the air carrier(s) and the country involved.

C-18. Cremation

The only time cremations will be provided under provisions of this pamphlet are for subsequent portions or retained organs. Cremation of subsequently identified portion of remains directed by the person with authority to direct or effect disposition: This identifies services, supplies, and transportation requirements for cremation when directed by the person with authority disposition. The alternative cremation container provided will meet the commercial item description as stated in AR 638-2, and be utilized for the cremation of all subsequent portions. A tag identifying the deceased will be attached to the top of the blanket. The tag will bear the deceased's name or name of the Group Designation, rank, last four numbers of the social security number, and date of death. The person with authority to effect disposition will specify whether a solid bronze or solid walnut urn will be provided. The preparing facility representative will provide an urn that meets the applicable urn specification as stated in AR 638-2. The bronze urn will be engraved with the name, rank, date of birth, and date of death (Month, Day, and Year). However, on a solid walnut urn, the information will be inscribed on an engraving plate. The preparing facility representative will ensure all the cremated remains recovered from the retort are placed in the urn and delivered to the destination designated by the person with authority to direct or effect disposition.

a. Cremation of subsequently identified remains or retained organs effected by the Service as directed by the person with authority to direct or effect disposition: When directed by the person with authority to direct or effect disposition, the Service will effect disposition per DOD mortuary affairs instructions.

b. Cremation of unidentified remains: The Service will effect disposition of unidentified remains per DOD mortuary affairs instructions.

c. When the preparing facility representative contracts a crematory to provide the cremation services, the preparing facility representative will directly pay the crematory for the cremation services.

d. Prior to delivery of remains to the crematory, the preparing facility representative will ensure that the retort (cremation chamber) and processor are operational. In the event either is inoperable, the preparing facility representative will arrange for cremation services to be performed to the standards of this section at another facility at no additional cost to the Government.

e. Receipt and verification of remains within the cremation container at the crematory: The crematory authority upon receipt will verify remains by checking the tags affixed to the blanket against the documentation accompanying the remains. This will constitute adequate verification of identification of the remains by the crematory operator. In the event the information on the tag is not in agreement with the documentation accompanying the remains, no cremation will be accomplished until the identification discrepancy is resolved. The crematory will provide a receipt for the remains to the Service mortuary representative. The receipt must show the name and address of the crematory facility, date and time of delivery of remains, verified name of deceased or group designation, the type of container used to

deliver the remains, and the type of urn provided. Both the person delivering the remains and the crematory representative receiving the remains must sign the receipt.

f. Sheltering of remains for cremation: When the crematory operator is unable to cremate the remains immediately upon taking custody thereof, the crematory authority will place the remains in a holding area not accessible to the public. Remains will not be stored overnight at the crematory.

g. Remains accountability: Immediately prior to being placed within the cremation chamber, the crematory authority will assign a cremation number that will correspond to the number on a metal identification (ID) disk, ceramic tile, or similar device. The numbered ID disk, ceramic tile, or similar device will be placed in the chamber with the remains being cremated. The numbered disk, tile, or similar device will be maintained with the cremated remains from the retort until the cremated remains are placed in the urn. The numbered ID disk, ceramic tile, or similar device will then be affixed to the packaged cremated remains inside the urn.

h. Upon completion of cremation, the cremated remains will be removed from the cremation chamber and the chamber swept clean. The cremated remains will be placed in a container or tray dedicated solely to that cremation. The identification disk, ceramic tile, or similar device will be attached to the container or tray to await final processing.

i. All body prostheses, bridgework, or similar items; metallic casket parts; and uniform accoutrements not consumed or destroyed in the cremation process will be segregated from the cremated remains and disposed of as regulated medical waste.

j. All cremated remains will undergo final processing where each fragment is reduced to an unidentifiable dimension of no more than 1/8 inch in size.

k. Inurnment of cremated remains: After processing, the cremated remains will be placed in an urn with the identification disk, ceramic tile, or similar device affixed to the top of the packaged cremated remains inside the urn.

l. If the cremated remains do not fill the urn, the extra space shall be filled with clean absorbent cotton. If the volume of the cremated remains exceeds the capacity of the urn provided, the Service mortuary representative will be notified to authorize a specification urn of adequate capacity to hold the cremated remains.

m. Release of cremated remains. The cremated remains will be released to the Service mortuary representative.

n. The crematory representative will provide the Service mortuary representative with a receipt for the release of the urn containing the cremated remains. The receipt must display the following:

- (1) The name and address of the Government activity receiving the urn and cremated remains.
- (2) The date and time of release of the urn and cremated remains.
- (3) The verified name of the deceased or name of the Group Designation and the cremation number.
- (4) The type of urn the cremated remains are released in.
- (5) The signatures of both the person releasing and the person receiving the remains.

o. Release Documentation: The preparing mortuary will provide all necessary documentation required for disposition of the cremated remains, to include the certificate of cremation and burial/transit permit. If applicable law does not prescribe the format for a cremation certificate, then the preparing mortuary will prepare and sign a certificate that includes the deceased's name or group designation, date of death or incident, date of cremation, the corresponding cremation identification number, and the name and address of the crematory.

Appendix D Standard Escort Briefing

D-1. Preface

a. This standard escort briefing (fig D-1) provides the CACs and Army mortuaries a guide to brief the escorts for remains. By using the standard escort briefing, CACs will ensure that all escorts are provided with the minimum necessary information to fulfill their responsibilities as prescribed in AR 638-2. CACs are encouraged to modify this briefing to accommodate the speaker's presentation style, the specific mission, and local procedures and requirements. CACs do not have the authority to modify Army policy and procedure without prior approval from CMAOC.

b. Before giving this briefing, the speaker must be familiar with Army and local policies and procedures for escorting remains. At several points in the briefing, the speaker must know which optional statement complies with Army and local policy and procedures.

D-2. Comments

Comments to improve this briefing should be submitted to Commander, U.S. Army Human Resources Command (AHRC-PDC), 1600 Spearhead Division Ave, Fort Knox, KY 40122-5400.

Army Escort Briefing

1. Introduction

Good morning/afternoon. I am **[Insert name]** of **[Insert name]** casualty assistance center (CAC). The purpose of this briefing is to familiarize you with your duties as a military escort for the remains of **[Rank/Name of deceased]**. This briefing will cover your duties from the time you depart the preparing mortuary until you return to your unit.

Do you have sufficient funds or a Government issued travel credit card or a personal credit card to use to pay for your meals and lodging during your mission? **[If a rental car is authorized, ask the following questions:]** Do you have a valid State issued driver's license? Are you at least 25 years old? **[If the answer to any of the above questions is "no," then the escort must be replaced.]**

Your mission as an escort is to ensure that **[Rank/Name of deceased Soldier]**'s remains are safeguarded and properly moved from the time of release from the preparing mortuary until delivery to the receiving funeral home selected by the person authorized to direct disposition (PADD).

I'd like to emphasize the importance of this assignment and the requirement that you maintain the highest standards of conduct and courtesy, including neatness of appearance and sobriety. You will not discuss the purpose of the travel with anyone other than the carrier's agents and representatives. Furthermore, you will not discuss with anyone rumors, speculation, or circumstances of the incident surrounding the death of the Soldier.

You will wear the Army Service Uniform and be well groomed when you depart the preparing mortuary. This will be your duty uniform until the completion of your mission. Ensure you take adequate clean clothing for **[length of mission]** days.

Because of the nature of this mission, you are the Army's representative; therefore, your conduct and attitude must be above reproach. You must exercise tact and diplomacy throughout this mission. Further guidance concerning your duties is included in DA PAM 638-2, Chapter 6. A copy is attached for your use.

During this mission, you are responsible to this **[CAC or OCONUS mortuary]** and the Casualty and Mortuary Affairs Operations Center (CMAOC). If you need assistance at any time during this mission, contact the **[CAC or OCONUS mortuary]** or CMAOC. **[Hand the escort the POC information sheet and review the points of contact.]**

Here are your travel orders. **[Hand the escort the travel orders.]** Ensure you take at least three copies with you when you leave on this mission.

Figure D-1. Escort Briefing

2. Transportation

As an escort, you will be issued travel orders, an **[airline/train]** ticket, and itinerary to your final destination prior to leaving this installation. You will also receive travel orders and a Government Travel Request (GTR) for the deceased. These documents authorize transportation by common carrier for you and the deceased and your return trip to your duty station.

Upon completion of this mission, you will return to your duty station using the mode of transportation that has been arranged by the CAC. You **[are/are not]** authorized a rental car. Your unit may authorize you to take leave in conjunction with this temporary duty after your mission is complete. You may not take leave en route before the mission is complete. Any leave taken will be at personal expense. You must have a signed DA Form 31 with your travel orders. Escort TDY orders will be for a maximum of 4 days, excluding leave.

This office will advise you of your departure time and place. Before departing the preparing mortuary with the remains, you will verify the identity of the remains by checking the head envelope that is affixed to the head portion of the shipping container. Inside the head envelope will be the transit burial permit that must be given to the receiving funeral director. At this time, you should write your initials on the head end of the shipping tray and on the side corners at the head of the shipping tray. This marking will assist you in quickly identifying the remains you are escorting if there are multiple remains in the cargo area or on the flight. This marking also is an easy method of knowing which end is the head during movement of the remains.

The interment flag will be hand carried by you during the escort mission.

3. Travel by air

The remains will travel feet first when being transported from one point to another. The only exception is during transport by aircraft when the head of the casket will be towards the nose of the aircraft. This is done as an extra precaution to prevent damage to the remains during take-off and landing.

Upon arrival at the cargo terminal of the airport, you will surrender the travel orders/GTR for the remains. You will then proceed to the airline terminal where you will surrender your ticket to the agent or pick up your electronic airfare tickets.

After receiving gate information, you will proceed to the appropriate gate and inform the agent that you are escorting human remains on Flight **[airline and flight number]** and request to be taken onto the tarmac/flight line to observe the loading of the remains. Airline personnel will take you to the side of the aircraft where you can check the head envelope to ensure that the correct remains are loaded. You will then wait for the remains to be loaded. As the remains are loaded on or off the aircraft, you will render the hand salute. If the trip involves aircraft transfers, follow the same procedures at each transfer point.

Figure D-1. Escort Briefing—continued

Should there be a change in your flight schedule of two or more hours, you must call the receiving funeral director and the shipping CAC to inform them of the change. You are authorized on your travel orders to make official telephone calls in the event you need to communicate your status. If you will be detained overnight or should some other emergency arise, you will call the receiving CAC, the shipping CAC, the receiving funeral director, and CMAOC to advise them of the situation.

Upon arrival at your final destination, you will supervise the unloading of the remains. While on the tarmac, if you checked baggage, you may watch for your baggage to be unloaded and secure it at this time. (For international flights, it may not be possible to secure your luggage at this time due to customs requirements.) Remember to render the hand salute as the remains are off loaded from the aircraft.

Proceed to the cargo terminal where you should be met by the receiving funeral director and possibly, the casualty assistance officer (CAO) and Family of the deceased. If no one meets you at the airport, you will contact the receiving funeral director and, if necessary, the receiving CAC for further instructions.

Before the funeral director assumes responsibility for the remains, you will remove the head envelope and burial permit from the shipping container and give them to the funeral director. You will assist the funeral director in removing the casket from the shipping container and then inspect the casket for any damages. If damages are noted, you will ensure that they are annotated on the GTR (or freight invoice) that accompany the remains. Damage to the casket must also be noted on DA Form 5329 (Escort Report).

If the funeral director elects not to remove the casket from the shipping container before leaving the airport, advise the funeral director that the carrier will not accept responsibility for any damage to the casket if the damage is not shown to them before leaving the cargo area.

Before the casket is loaded into the funeral coach, you will drape the interment flag on the casket with the stars over the left shoulder of the remains. You will accompany the remains in the funeral coach to the receiving funeral home. If you have been authorized a rental car, arrange to meet the funeral director before the funeral coach leaves the airport. You will follow the funeral coach to the receiving funeral home.

If the funeral director elects not to remove the casket from the shipping container before leaving the airport, do not drape the flag on the shipping container. Inspection of the casket for damage during shipping will be done at the funeral home.

Upon arrival at the receiving funeral home, you will remove the flag from the casket and re-inspect the casket for damage. Any damage will be noted on DA Form 5329. The funeral director will inspect the remains and complete Part II of DA Form 5329. You will inspect the uniform of the deceased to ensure that the uniform, brass, and decorations are still correctly placed on the uniform. You will contact the receiving

Figure D-1. Escort Briefing—continued

CAC first if you need instructions for the repair or replacement of the casket, additional preparation of the remains, or cleaning of the decedent's clothing. If you cannot contact the receiving CAC, you should contact CMAOC. Drape the interment flag on the casket in accordance with the guidance provided in DA PAM 638-2, Appendix E.

Once the remains arrive at the receiving funeral home, you will remain for the funeral or interment and then return to your duty station via the travel that has been arranged for you by the CAC. You **[may/may not]** stay overnight at the receiving funeral home location.

4. Travel by funeral coach

Missions within a 300-mile radius of the preparing mortuary may be accomplished through travel by funeral coach. Transportation will be provided to you and the remains by the Government from the shipping CAC directly to the receiving funeral home or other authorized consignment location such as a cemetery.

Before the casket is loaded into the funeral coach, you will drape the interment flag on the casket with the stars over the left shoulder of the remains. You will accompany the remains in the funeral coach to the receiving funeral home. If you have been authorized a rental car, arrange to meet the funeral director before the funeral coach leaves the preparing mortuary. You will follow the funeral coach to the receiving funeral home.

Upon arrival at the receiving funeral home, you will remove the flag from the casket and inspect the casket for damage. Any damage will be noted on DA Form 5329. The funeral director will inspect the remains and complete Part II of DA Form 5329. You will inspect the uniform of the deceased to ensure that the uniform, brass, and decorations are still correctly placed on the uniform. You will contact the receiving CAC first if you need instructions for the repair or replacement of the casket, additional preparation of the remains, or cleaning of the decedent's clothing. If you cannot make contact with the receiving CAC, you should contact CMAOC. Drape the interment flag on the casket in accordance with the guidance provided in DA PAM 638-2, Appendix E.

Ensure you provide the receiving funeral director with the envelope containing the transit permit.

Once the remains arrive at the receiving funeral home, you will remain for the funeral or interment and then return to your duty station via the travel that has been arranged for you by the CAC. You **[may/may not]** stay overnight at the receiving funeral home location.

5. Travel by train

If the remains are to be shipped by train to the final destination, you and the remains will be provided transportation to the train station. At the train station, you will surrender your travel orders/tickets to the ticket agent. The agent will keep the ticket

issued for the remains and give you a ticket for your transportation and a claim check for the remains. Retain this claim check, as it will have to be given to the agent at the final destination. You will supervise the loading of the remains prior to taking your seat on the train. You will render the hand salute as the remains are loaded onto the train. You will check that the railway car carrying the remains is not removed from the train during the trip. This information can be obtained from the conductor during each stop.

Should there be a change in your train schedule of two or more hours, you must call the receiving funeral director and the shipping CAC to inform them of the change. You are authorized on your travel orders to make official telephone calls in the event you need to communicate your status. If you will be detained overnight or should some other emergency arise, you will call the receiving CAC, the shipping CAC, the receiving funeral director, and CMAOC to advise them of the situation.

At the final destination, proceed to the freight section where you should be met by the receiving funeral director and possibly, the CAO and Family of the deceased. If no one meets you at the train station, you will contact the receiving funeral director and, if necessary, the receiving CAC for further instructions.

Before the funeral director assumes responsibility for the remains, you will remove the head envelope and burial permit from the shipping container and give them to the funeral director.

You and the funeral director will then remove the casket from the shipping container and then inspect the casket for any damages. If damages are noted, you will ensure that they are annotated on the GTR that accompanied the remains. The cargo representative will have the GTR. You will note any damage to the casket on DA Form 5329 (Escort Report).

Before the casket is loaded into the funeral coach, you will drape the interment flag on the casket with the stars over the left shoulder of the remains. You will accompany the remains in the funeral coach to the receiving funeral home. If you have been authorized a rental car, arrange to meet the funeral director before the funeral coach leaves the train station. You will follow the funeral coach to the receiving funeral home.

Upon arrival at the receiving funeral home, you will remove the flag from the casket and re-inspect the casket for damage. Any damage will be noted on DA Form 5329. The funeral director will inspect the remains and complete Part II of DA Form 5329. You will inspect the uniform of the deceased to ensure that the uniform, brass, and decorations are still correctly placed on the uniform. You will contact the receiving CAC first if you need instructions for the repair or replacement of the casket, additional preparation of the remains, or cleaning of the decedent's clothing. If you cannot make contact with the receiving CAC, you should contact CMAOC. Drape the interment flag on the casket in accordance with the guidance provided in DA PAM 638-2, Appendix E.

Figure D-1. Escort Briefing—continued

Once the remains arrive at the receiving funeral home, you will remain for the funeral or interment and then return to your duty station via the travel that has been arranged for you by the CAC. You **[may/may not]** stay overnight at the receiving funeral home location.

6. Meeting the CAO

It is required that you meet the CAO and conduct verification of the remains by viewing the ID tags on each end of the casket. After which, you may proceed to the receiving funeral home.

7. Meeting the Family

It is not required that you meet the Family of the deceased Soldier. However, if you do meet the Family, the following guidance is provided: relay only official information to the Family that you have received from the CAC or CMAOC. Do not speculate or make assumptions concerning the death of the Soldier. Do not discuss entitlements or benefits or the eligibility to receive benefits or entitlements. Refer these kinds of questions to the CAO.

You are an official representative of the Secretary of the Army and your conduct must be above reproach. You will avoid the appearance of impropriety with the Family members of the deceased Soldier. You will not accept any gifts or gratuities offered to you.

8. Escort for cremated remains

Cremated remains of Soldiers may be transported by air or ground transportation. Cremated remains are transported in an urn, protected by a shipping box. You will hand carry the urn to the designated consignee (the PADD or a designee of the PADD). The urn must stay in your possession at all times during the trip. You will also hand carry the folded interment flag and required documents. You may not use your privately owned vehicle to transport cremated remains. Local transportation to the common carrier will be provided by the preparing mortuary or a Government-owned vehicle.

Should there be a change in your travel schedule of two or more hours, you must call the receiving funeral director and the shipping CAC to inform them of the change. You are authorized on your travel orders to make official telephone calls in the event you need to communicate your status. If you will be detained overnight or should some other emergency arise, you will call the receiving CAC, the shipping CAC, the receiving funeral director, and CMAOC to advise them of the situation.

The designated consignee, the CAO, or a family representative may meet you at the final destination. If no one meets you, you will contact the CAO so that the CAO can arrange for you to deliver the urn to the designated consignee.

Figure D-1. Escort Briefing—continued

Upon arrival at the receiving funeral home or place designated by the PADD, you will inspect the urn for damage. Any damage will be noted on DA Form 5329. You must contact the receiving CAC or, if necessary, CMAOC for instructions concerning repair or replacement of the urn.

You will inform the funeral director that, during the funeral service, the flag is folded in a cocked hat design and placed to the right of the urn. See DA PAM 638-2, Appendix E for further guidance.

Once the remains have been released to the PADD or the designated consignee, you are required to return to your duty station. You **[may/may not]** stay overnight at the receiving funeral home location.

9. Sentimental personal effects

When sentimental personal effects (PE) are shipped with the remains, you will receive a DA Form 54 (Record of Personal Effects) from the summary court-martial officer. Ensure that the items on this form are in your possession or on the remains. You will hand carry the DA Form 54 to the final destination. The CAC will contact the CAO to ensure he or she will be at the receiving funeral home to meet you and the remains upon arrival. When the receiving funeral director takes control of the remains, ensure that the CAO witnesses the transfer of custody of PE to the receiving funeral director and the receiving funeral director acknowledges receipt of the personal effects. This transfer is annotated on the DA Form 54.

10. Standards of Conduct

As an official representative of the Army, the escort's conduct must be above reproach and not discredit the Army. The escort must be particularly sensitive to avoid the appearance of having an improper personal relationship with the surviving spouse. The escort may accept invitations to social functions not part of the funeral or interment service. The escort must not accept gratuities and gifts. The escort will not discuss the purpose of the travel with anyone other than the carrier's agents and representatives. The escort will not discuss rumors, speculations or other unconfirmed reasons, cause, or circumstances of the incident surrounding the death with anyone.

11. Payment of funeral and interment expenses

The Army provides the PADD with an allowance to defray the funeral and interment expenses. The CAO will provide the PADD with the necessary forms and assist the PADD in submitting their claim for reimbursement. Refer questions concerning payment of funeral and interment expenses to the CAO.

12. Supplies and equipment

Figure D-1. Escort Briefing—continued

Here is the interment flag. **[Hand the escort the interment flag.]** Before you leave the preparing funeral home, ensure the funeral director has included the casket crank (used to open and close the casket) and the end plugs with the casket.

13. Conclusion

Do you have any questions concerning your duties, responsibilities, or any other aspect of this mission?

14. Point of contact list

You will maintain contact with the following activities during the escort mission:

- a. The shipping CAC: The CAC having geographic responsibility for arranging transportation for the remains after preparation is completed. Changes in travel itinerary, casket damage, or any other problems encountered by the escort will be reported to the shipping CAC.
- b. The receiving CAC: The CAC having geographic responsibility for the location of the receiving funeral home. Changes in travel itinerary will be reported to the receiving CAC.
- c. CMAOC: The office having overall responsibility for the conduct of mortuary affairs for the Army. Casket damage during shipment and any unusual problems will be reported to CMAOC.
- d. Receiving funeral home: The commercial mortuary service provider engaged by the PADD to provide funeral and interment services. Changes in travel itinerary will be reported to the receiving funeral home.
- e. CAO: The Army's representative to pass information to the Family of the deceased Soldier.
- f. Points of contact for this mission:

Shipping CAC: **[Name]**
Telephone: **[Day Number]** and **[Evening Number]**

Receiving CAC: **[Name]**
Telephone: **[Day Number]** and **[Evening Number]**

CMAOC
Telephone: **[Day Number]** and **[Evening Number]**

Receiving funeral home: **[Name]**
Telephone: **[Day Number]** and **[Evening Number]**

CAO: **[Name]**

Figure D-1. Escort Briefing—continued



Telephone: [Day Number] and [Evening Number]

Figure D-1. Escort Briefing—continued

Appendix E

Displaying the Flag on a Casket and Folding the Flag in Cocked Hat Design

E-1. Displaying the flag on a casket

No object of any kind will be placed on the flag of the United States. Procedures for displaying the flag on the casket are as follows:

a. Closed casket. Center the flag on the casket with the “Union” (blue field) at the head and over the left shoulder of the deceased as shown in figure E-1.

b. Half-couch casket. On a half open (half couch) casket, the flag is arranged in three layers of ten inch folds to cover the closed half of the casket. The “Union” will be the top layer on the deceased’s left. Display the flag as shown in figure E-1.

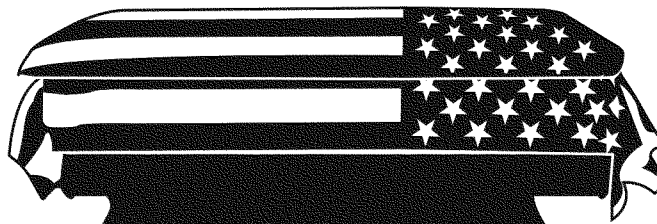
c. Half-couch casket, displaying flag in cocked hat design. When a floral arrangement or other object is placed on the lower panel of the casket, display the interment flag in the cocked hat design and place it in the head panel of the casket as shown in figure E-1.

E-2. Folding the United States flag

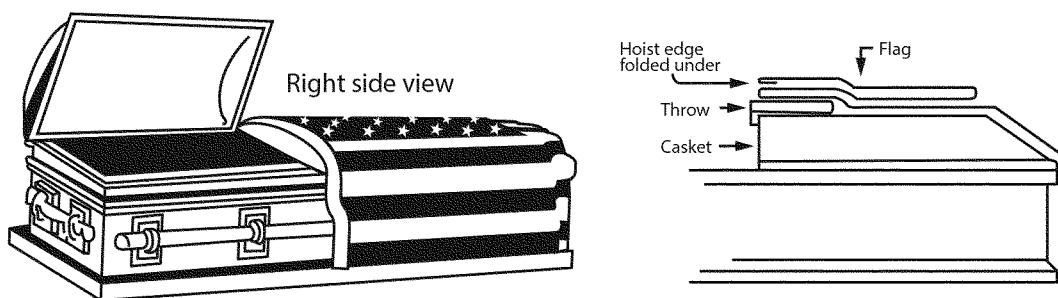
The interment flag should be folded as shown in figure E-2 before presenting it to the recipients. It will also be folded in this manner when it is used in the head panel of a half- or full-couch casket or displayed with cremated remains.

When draping a flag on a closed casket, the "Union" rests at the head and over the left shoulder of the body of the deceased.

Left side view



On a half open (half couch) casket, the flag is arranged in three layers of ten inch folds to cover the closed half of the casket. The blue field will be the top layer on the deceased's left.



When a casket is displayed full open, the flag is folded into a triangle with only the stars and blue of the "Union" showing. Then, it is placed in the center of the top portion of the casket lid just above the left shoulder of the deceased.

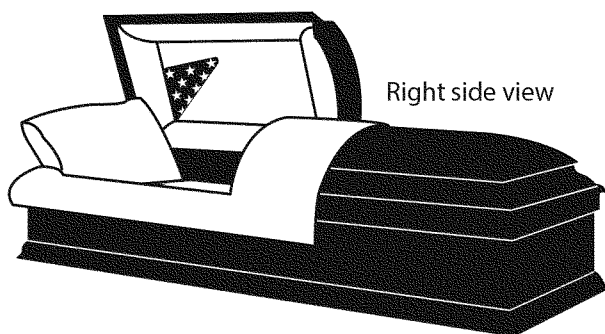


Figure E-1. Flag Display on Casket

How to fold the United States Flag

United States flags are manufactured with a proportion of 1.0 (the Hoist, or Width) to 1.9 (the Fly, or Length), therefore the folding instructions are the same regardless of the size of the flag.

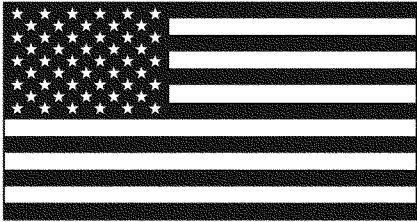
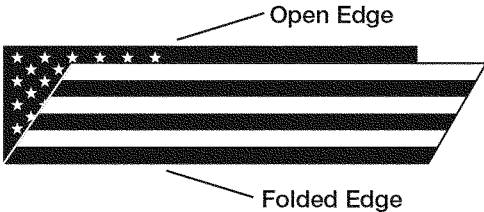
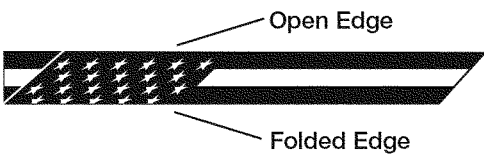
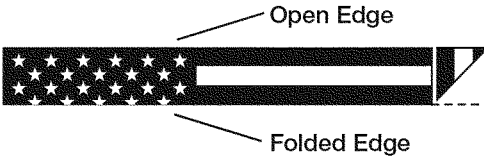



Start		↑ Hoist ↓ ← Fly →
Step 1		Fold the lower striped section of the flag over the blue field.
Step 2		Folded edge is then folded over to meet the open edge.
Step 3		A triangular fold is then started by bringing the striped corner of the folded edge to the open edge.
Step 4		Outer point is then turned inward and parallel with the open edge to form a second triangle.
Step 5		Triangular folding is continued until the entire length of the flag is folded in the triangular shape with only the blue field visible.
Completed		The edge of the final triangular fold is tucked tightly inside the remaining open fold.

Figure E-2. How to Fold the United States Flag

Appendix F Summary Courts-Martial Officer Briefing Guide

F–1. Introduction

a. Good morning/afternoon, I am (name) of the (name) Casualty Assistance Center (CAC). This briefing is to familiarize you with your duties as a Summary Courts-Martial Officer (SCMO) for the disposition of personal effects (PE).

b. The manner in which you perform your duties will directly affect the Family of the deceased/missing Soldier. If you are not diligent and do not pursue your responsibilities with a sense of urgency, you will add to the Family's pain and suffering. Do not take this duty or responsibility lightly.

c. The appointment of a SCMO for the disposition of PE of a deceased or missing Soldier is required by 10 USC 4712. You have been appointed as the SCMO to dispose of the PE of (name, rank, SSN, and unit of deceased). (Provide the SCMO with the appointment order.)

d. Your duties, as prescribed by AR 638–2 are to collect and safeguard PE, determine the Person Eligible to Receive Effects (PERE), and deliver or ship the PE to the PERE. Your authority to collect the PE extends only to PE found in places under the Army's jurisdiction or control. You have no legal authority to secure property that is not under the Army's jurisdiction or control. I will discuss this in more detail when I cover locating PE.

e. You are not required to pay and collect local debts of the deceased/missing Soldier and should only do so in unusual circumstances. The law governing the disposition of PE does not confer upon you the authority to act as the legal representative of the estate or convey title of any PE collected. As such, you are not an executor or administrator of the estate and therefore not responsible for notifying debtors or creditors. Additional information is found in AR 638–2 (see limitations) and chapter 16 of this regulation.

f. In the case of a deceased Soldier, you have the authority to secure the PE removed from the remains by the Army's contract funeral home. The contract funeral home does not have the authority to release this PE to any other person or agency without the prior approval of this CAC. You will inventory this PE (using DA Form 54), secure, and make disposition of this PE.

g. On occasion the person authorized to direct disposition (PADD) may request that certain sentimental items of PE (such as wedding bands, religious medals, locket, or jewelry) be placed on the remains for interment. You may comply with this request if the PERE agrees and the sentimental items are absolutely associated to the deceased Soldier. You will release the items in sufficient time for the preparing mortuary to place the PE on the remains. If the remains depart the preparing mortuary before you can deliver the PE to the preparing mortuary, contact this CAC for instructions to ship the PE in time to be available for the viewing, funeral, interment, or cremation of the remains.

h. If the Soldier died in a MTF, you will coordinate directly with medical personnel who have custody of the PE located at the MTF. You will request a copy of DA Form 4160 from the MTF patient administrator to assist the PERE in locating sentimental items

i. The prompt delivery or shipment of the deceased/missing Soldier's PE is an important command function. A SCMO must be appointed quickly and must be provided with sufficient resources and time to discharge his or her duties in an expeditious manner. When PE are located at two or more locations, the commander with SCMO convening authority for each location must appoint a SCMO to care for the PE. The SCMO appointed by the commander with SCMO convening authority for the Soldier's unit of assignment is the primary SCMO for all PE. Coordination with other SCMOs may be necessary during the discharge of your duty.

j. This duty requires the completion and submission of several documents and reports by you. These requirements are set forth in AR 638–2 (see required documents) and chapter 13 of this regulation, and on the attached list of required reports and documents. Your SCMO final report is due to CDR, HRC (AHRC–PDC), thirty days from the date of death. The local appointing authority before submission to CMAOC must review this report.

k. You must adhere to the PERE order of precedence established in the law and implemented by AR 638–2 in carrying out this duty. Do not allow your own sense of justice or fairness or your personal opinion about who should receive the Soldier's PE to influence you as you perform this duty.

l. During the course of this duty, you are responsible to this CAC and CMAOC. If you need assistance at any time, contact this CAC at [number] or contact CMAOC at [number] (duty hours) or [number] (non-duty hours).

F–2. Personal effects

a. PE are defined as personal, movable property, such as items on the deceased (or missing) Soldier, clothing,

household goods (HHG), personal property generally located in living quarters, motor vehicles, mobile homes, and cash, stock and bond certificates, and other negotiable instruments.

b. Personal effects do not include money on deposit with financial institutions; accounts invested with a brokerage agency; real estate; commercial business equipment; Government property issued, loaned or leased to the deceased Soldier; pets and other animals. See AR 638–2 for a more complete listing of items that qualify as PE.

F–3. Locating personal effects

a. If the deceased/missing Soldier lived on-post, you have the authority to enter Government owned housing to include Family quarters, bachelor officer quarters, bachelor enlisted quarters, barracks, guest houses/lodges, or Government contract housing off-post for the purpose of inventorying, safeguarding, and shipping PE.

b. You do not have the authority to collect or secure PE located in privately owned or leased off-post housing. The PERE must provide a power of attorney authorizing you to enter off-post housing to arrange shipment of PE.

c. You should contact various agencies and organizations on-post to determine if there are any PE of the deceased/missing Soldier located there. Places to contact to locate PE include, but are not limited to, the Soldier’s unit, especially the individual’s work site and supply room; post (Quartermaster) laundry, post auto, craft, hobby shops; post bowling alley; post transportation office for stored HHG; post stables; and any other locations where the Soldier may have had PE housed or stored.

d. You must run at least three notices in the installation newspaper and weekly bulletin. These notices will advise persons having property belonging to the deceased or missing person to contact you. The notice will also advise persons who the deceased/missing person is indebted to or who are indebted to the deceased/missing person to contact you.

e. The existence of pets or other animals, such as horses, can present a challenge to you as the SCMO.

f. All personal property associated with the home and all PE belonging to the *deceased/missing* Soldier are considered to be HHG. However, not all of the HHG may be the property of the *deceased/missing* Soldier. Within a household you would normally find the husband’s PE, the wife’s PE, and the child’s PE. You will need to determine which items of PE and HHG absolutely belonged to the *deceased/missing* Soldier in order to deliver it to the PERE. For a full discussion of this matter, see chapter 12.

F–4. Determine the person eligible to receive the effects

As SCMO, you do not determine ownership of the *deceased/missing* Soldier’s PE. You will determine, however, who is the person eligible to receive effects (PERE). You will use the Soldier’s personnel records and the order of precedence found in AR 638–2 to determine who is the PERE. Problems, challenges, and unusual situations may require you to seek assistance from CMAOC to help determine the PERE.

F–5. Government property issued to the deceased/missing Soldier

a. You will withdraw from the PE any organizational clothing and individual equipment (OCIE) and any other government property issued to the Soldier and turn it in to supply channels. This also includes any installation recreation service supplies and equipment, and items belonging to Army Community Services Lending Closet and similar Soldier/Family support activities.

b. Personal military clothing of the Soldier, except that required for burial, will be shipped to the PERE. Further guidance regarding clothing is found in chapter 12.

F–6. Inventory forms

a. Outside theaters of conflict there are two forms used for the inventory of PE: DA Form 54 and DA Form 4160. DD Form 1076 is used to inventory PE within theaters of conflict.

b. You must enter a detailed description of each item of PE on DA Form 54. For example, audio/video equipment must include brand name, model, and serial number. Items of jewelry will be described to include the color of the metal (not the metal content), presence and color of stones, if any, and all inscriptions.

c. Important personal documents and papers, bank and credit cards, currency and negotiable instruments will be listed individually on the inventory sheet.

d. Classified and other sensitive Government documents that were in the possession of the *deceased/missing* Soldier will be returned to the appropriate unit or Government security officer. Non-classified Government documents and papers will be turned in to the Soldier’s duty supervisor.

e. You must use sound and careful judgment when withdrawing and destroying PE, to include documents and papers that could embarrass or cause added sorrow for the Family of the Soldier. Such items will not be listed on the inventory sheet. Rather, you will list these items on a “Certificate of Destruction” or “Listing of Items Withdrawn.” These certificates are attached to the SCMO report. The certificates are not forwarded with the inventory of PE sent to the PERE.

f. DA Form 4160 is the inventory record for PE in the custody of military medical treatment facilities (MTFs) and activities. When the deceased Soldier’s PE is obtained from a military MTF, you will attach DA Form 4160 to DA

Form 54. Do not transfer the list of items from DA Form 4160 to DA Form 54. If a DA Form 4160 was not prepared by the MTF, you will prepare a DA Form 54 for the PE released to you by medical authorities.

g. Depending on the circumstances surrounding the death of the Soldier, there may be PE in the custody of civil or military law enforcement agencies. You must obtain an inventory of these items from the law enforcement agency.

F-7. Cash, coins, and checks found in the deceased (or missing) Soldier's personal effects

These items must be safeguarded until they can be turned over to the PERE. When the total of U.S. currency is \$20 or more, you will request from the local Finance and Accounting Office (FAO) a Government check for the total amount made payable to the PERE.

F-8. Cleaning soiled personal effects

You will insure that soiled clothing and other PE are cleaned or otherwise made presentable before delivery to the PERE. This includes clothing and items found on or with the remains, in the unit's field site or in the Soldier's quarters. You should coordinate with this CAC for payment of such charges.

F-9. Personal effects disposition methods

a. There are three proper methods for disposing of PE: delivery to the PERE, public sale, and destruction. Once you have determined the PERE; secured, inventoried, and shipped the PE to the PERE; your responsibility ends.

b. If you determine that it is in the best interest of the PERE and the Government, you may conduct a public sale of PE. Before you sell any PE, ensure you are complying with the specific criteria established in AR 638-2 (see sale of PE).

c. You are authorized to destroy PE of no sentimental or salable value or items that cannot be shipped because of transportation regulations. You must use discretion and common sense in deciding which items should be forwarded and which should be destroyed. Before you destroy any PE, ensure that you are complying with the specific criteria established in AR 638-2 (see destruction of PE).

F-10. Timeliness

It is imperative that you perform your duties in a timely manner and in accordance with the regulation. You must ensure that your duties are completed before departing on pass or leave, attending a school, or training exercises. You must advise the CAC of any periods of absences or duties that will prevent you from completing your duties quickly. Be sure that you understand the reports and documents that are required as part of this duty and the time-line for their submission.

F-11. Conclusion

This concludes the briefing regarding your duties as Summary Courts-Martial Officer. Do you have any questions or concerns about your duties and responsibilities?

F-12. Summary Courts-Martial Officer checklist

a. Information.

- (1) Review SCMO duties as prescribed in AR 638-2.
- (2) Review list of required documents.
- (3) Provide SCMO with separate list of required documents and reports.
- (4) Provide point of contact (POC) at CAC.
- (5) Provide POC at CMAOC.
- (6) Provide SCMO with copy of AR 638-2.
- (7) Provide SCMO with copy of DA Pam 638-2, chapters 11 through 16.

b. Forms.

- (1) DA Form 54.
- (2) DA Form 4160.
- (3) DD Form 1076.

c. Reports. Review timeline for submission of required reports.

F-13. List of required reports and documents

a. Reports.

- (1) Final report.
- (2) Interim report: submit if circumstances prevent submission of final report within the prescribed time (within 30 days of death or report of missing).
- (3) Report of missing goods: submit when the SCMO receives inquiries from the eligible recipient regarding missing PE.

(4) Investigation: summary of the findings, together with the information, if applicable, that a claim for the missing PE may be filed.

(5) Submission of findings: copies of the complete report of all actions taken in an effort to locate missing PE.

b. Required documents. The SCMO will attach to the original report the following documents, as applicable:

(1) Appointing order: copy of order appointing the SCMO.

(2) Transportation order: copy of order authorizing shipment of PE to or from outside the United States.

(3) Letters to recipient: copies of letters to PERE advising them of the status of the PE.

(4) Wills: copy of any wills or testamentary letters found in PE.

(5) Sale of PE documents: copies of bills of sale for items sold and the authority for the sale (power of attorney, letters to eligible recipients, and so forth).

(6) Bulletins: copies of means used (such as daily bulletin) to determine the existence of local debtors and creditors.

(7) Receipts: copies of receipts signed by debtors or creditors for amounts of money, if any, collected and disbursed by the SCMO.

(8) Letters to creditors: copies of letters to creditors advising them of insufficient funds to cover debt and to communicate directly with PERE for settlement of accounts.

(9) Letters to other interested parties: copies of letters addressed to other interested parties to include the divorced parents of unmarried deceased Soldier, if applicable.

(10) Letters concerning non-shippable items: copy of the letter advising the PERE of any items which cannot be shipped at Government expense, with request that the PERE arrange to dispose of those PE, or submit a power of attorney authorizing the SCMO to sell the PE by public sale.

(11) Shipment notification letter: copies of letters advising PERE of the date the PE were shipped, the method of shipment, and the anticipated date of arrival.

(12) Certificate of destruction or withdrawal: certificates attesting to the destruction or withdrawal of any PE. This includes DA Form 3645 showing turn in of organizational clothing and equipment to supply channels.

(13) Inventory of items held by civil or military authorities. Copies of receipts for items of PE still being held as evidence by Department of the Army Law Enforcement Officials (use DA Form 4137; unless the release may compromise an ongoing investigation), criminal investigators, or other authorities.

(14) Inventory of items shipped: copy of annotated DA Form 54 verifying contents of packages and attesting to the sealing of packages sent to the PERE by the SCMO.

Appendix G Summary Courts-Martial Officer Submission of Reports

G-1. Reports

a. Final report. Report will be prepared in memorandum format.

b. Interim report. Used if circumstances prevent submission of final report within the prescribed time.

c. Report of missing PE. Inquiries received by the SCMO from the eligible recipient regarding missing PE.

d. Investigation. Summary of the findings, together with the information, if applicable, that a claim for the missing PE may be filed.

e. Submission of findings. Copies of the complete report of all actions taken in an effort to locate missing PE.

G-2. Required documents

The SCMO will attach to the original report the following documents, as applicable:

a. Appointing orders. Copies of order appointing the SCMO.

b. Transportation orders. Copies of orders authorizing shipment of PE to or from outside the United States.

c. Letters to recipient. Copies of letters that advised the PERE.

d. Wills. Copies of any wills or testamentary letters found in the PE.

e. Sale of personal effects documents. Copies of bills of sale for items sold and the authority for the sale (powers of attorney, letters to the eligible recipient, and so forth).

f. Bulletins. Copies of means used (such as daily bulletins) to determine the existence of local debtors and creditors.

g. Receipts. Copies of receipts signed by debtors or creditors for amounts of money, if any, collected and disbursed.

h. Letters to creditors. Copies of letters to creditors advising them of insufficient funds to cover debt and to communicate directly with recipient of PE for settlement of account.

i. Letters to other interested parties. Copies of letters addressed to other interested parties to include the divorced parents of unmarried deceased, if applicable.

j. Letters concerning non-shippable items. Copies of the letter advising the eligible recipient of any items which

cannot be shipped at Government expense, with request that the recipient arrange to dispose of the PE or submit a power of attorney authorizing the SCMO to sell the PE by public sale.

k. Shipment notification letter. Copies of letters advising recipient of date PE were shipped, the method of shipment, and the anticipated date of arrival.

l. Certificate of destruction or withdrawal. Certificates of destruction or withdrawal for any PE destroyed or withdrawn. This includes DA Form 3645 showing turn in of OCIE to supply channels.

m. Inventory of items held by civil or military authorities. Copies of receipts for items of PE still being held as evidence by Department of the Army Law Enforcement Officials (use DA Form 4137; unless the release may compromise an ongoing investigation), criminal investigators, or other authorities.

n. Inventory of items shipped. Copy of annotated DA Form 54 verifying contents of packages and attesting to the sealing of packages sent to the eligible recipient by the SCMO.

Appendix H Summary Courts-Martial Officer Communications

H-1. Personal effects custody determination

The SCMO, on behalf of the Secretary of the Army, is obligated to determine the PERE of a deceased or missing Soldier.

H-2. Corresponding with divorced parents to obtain a “Release Statement”

When it has been determined that the parents of the Soldier are divorced, the following procedures will be followed:

a. Correspond with each parent concerning the PE of deceased or missing. Exercise care in preparing letters addressed to the parents to prevent any misunderstanding as to the correct status of the individual concerned. Figures H-1 and H-2 are samples of letters to be sent to the parents of deceased or missing.

b. Enclose a “Release Statement” with the letter written to the parent who is the PERE. That parent may complete the release statement to authorize delivery of the property to the other parent. Figure H-3 is a sample release statement.

c. Send each parent a copy of the DA Form 54.

H-3. Suspension of delivery or shipment of personal effects

The SCMO will suspend action to deliver or ship an unmarried Soldier’s PE when available evidence indicates possible problems may ensue. Factors to be considered include, but are not limited to, records of the individual that reveal—

a. The parents are divorced.

b. Different addresses for the parents.

c. Parents have different names.

d. SCMO has been made aware of an interested party contesting the designation.

e. Other information that casts doubt on the entitlement of a parent to receive the personal property. Figures H-4 and H-5 are samples of possible letters to other interested parties.

H-4. Response period and decision notification

Property will be held for a reasonable period (maximum of 45 days) in order that both parents will have an opportunity to communicate with the SCMO. The SCMO will address letters to both parents advising each of his or her decision as to which of them is the Soldier’s PERE.

H-5. Determination report

The SCMO report pertaining to the disposition of the property of unmarried deceased or missing persons whose parents are divorced will include the reason for the selection of the parent PERE and, if pertinent, documentary evidence to support the decision.



**DEPARTMENT OF THE ARMY
OFFICE ADDRESS**

REPLY TO
ATTENTION OF

August 5, 2013

NON-PERE PARENT
ADDRESS
CITY, STATE, ZIP

Dear NON-PERE PARENT,

Please accept my deepest condolences on the loss of your SON/DAUGHTER, SOLDIER'S NAME. I am writing you concerning the disposition of personal property belonging to SOLDIER'S RANK & NAME.

I have been appointed the Summary Court Martial Officer to secure and deliver SOLDIER'S RANK & NAME property to the person eligible to receive it under Federal Law (Title 10, United States Code, Section 4712) and Army Regulation 638-2 (Army Mortuary Affairs Program).

When the natural parents of an unmarried soldier are divorced and parents had joint, legal custody of the Soldier when he was a minor, normally the parent who had primary physical custody is the recipient of the decedent's property when there is no legal representative or children. Based on the information available to me at this time, and by the regulation cited above, OTHER PARENT is the eligible recipient. SOLDIER'S RANK & NAME property will be sent to HIM/HER unless HE/SHE releases it to you or I receive court documents that indicate that a legal representative has been appointed.

Please be advised that you have 45 days in which to contest the Person Eligible to Receive Effects selection and provide court documents to me. If you agree that OTHER PARENT is the Person Eligible to Receive Effects, you can relinquish your Person Eligible to Receive Effects rights by signing the enclosed "Release Statement" and returning it to me in the enclosed, self-addressed envelope.

The Personal Effects will be held 45 days from the date of this letter in order to give a legal representative an opportunity to come forward. If I do not receive court documents that show a legal representative has been appointed for SOLDIER'S RANK & NAME, I will send out the Personal Effects to OTHER PARENT on the 46th day.

We who deal with the disposition of our deceased Soldier's property desire to be fair and humane in this endeavor. By doing so, we feel that both parents should have the benefit of this advance information. So that HE/SHE may be aware of these procedures, I have forwarded a similar letter to HIM/HER. When I have completed the inventory of SOLDIER'S RANK & NAME property, copies of the inventory will be available for you and OTHER PARENT.

The Army does not establish ownership of your son's personal property. It is forwarded to you to be disposed of in accordance with the laws of the State in which SOLDIER'S RANK & NAME was a legal resident. Delivery of the property does not in itself vest title in the person receiving it.

Figure H-1. Non-PERE Parent

Your prompt attention to this matter is respectfully requested. For your convenience in replying, a self-addressed envelope, which requires no postage, is enclosed.

Sincerely,

SCMO

- 2 Encls
1. Release Statement
2. Envelope

Figure H-1. Non-PERE Parent—continued



**DEPARTMENT OF THE ARMY
OFFICE SYMBOL**

REPLY TO
ATTENTION OF

August 5, 2013

PERE PARENT
ADDRESS
CITY, STATE ZIP

Dear PERE,

Please accept my deepest condolences on the loss of your SON/DAUGHTER, SOLDIER'S RANK & NAME. I am writing you concerning the disposition of personal property belonging to your SOLDIER'S RANK & NAME.

I have been appointed the Summary Court Martial Officer to secure and deliver SOLDIER'S RANK & NAME property to the person eligible to receive it under Federal Law (Title 10, United States Code, section 4712) and Army Regulation 638-2 (Army Mortuary Affairs Program).

When the natural parents of an unmarried soldier are divorced and parents had joint, legal custody of the Soldier when HE/SHE was a minor, normally the parent who had physical custody is the recipient of the decedent's property when there is no legal representative or children. Based on the information available to me at this time, by regulation cited above, you are the eligible recipient. SOLDIER'S RANK & NAME property will be sent to you unless you agree to release it to OTHER PARENT or I receive court documents within 45 days that indicate that a legal representative has been appointed.

The Personal Effects will be held 45 days from the date of this letter in order to give a legal representative an opportunity to come forward. If I do not receive court documents that show a legal representative has been appointed for SOLDIER'S RANK & NAME, I will send out the Personal Effects to you on the 46th day.

If you would like to release the property to OTHER PARENT, you may complete the enclosed "Release Statement" and return it to me in the enclosed self-addressed envelope.

The Army does not establish ownership of your son's personal property. It is forwarded to the elder parent to be disposed of in accordance with the laws of the State in which SOLDIER'S RANK & NAME was a legal resident. Delivery of the property does not in itself vest title in the person receiving it.

We who deal with the disposition of our deceased Soldier's property desire to be fair and humane in this endeavor. By doing so, we feel that both parents should have the benefit of this advance information. So that HE/SHE may be aware of these procedures, I have forwarded a similar letter to OTHER PARENT. When I have completed the inventory of SOLDIER'S RANK & NAME, copies of the inventory will be available for you and OTHER PARENT.

Figure H-2. PERE Parent

Your prompt attention to this matter is respectfully requested. For your convenience in replying, a self-addressed envelope, which requires no postage, is enclosed.

Sincerely,

SCMO

- 2 Encls
1. Release Statement
2. Envelope

Figure H-2. PERE Parent—continued

RELEASE STATEMENT

I would like to relinquish my rights to the Personal Effects of (SOLDIER'S RANK & NAME) now in the possession of the United States Army, thereby releasing the Army of responsibility to me.

RECIPIENT NAME

WITNESS/CAO NAME

Signature

Signature

Date

Date

Figure H-3. Release Statement



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE ADDRESS

August 5, 2013

ELDEST CHILD ADDRESS

c/o Legal Guardian Name

Please accept my deepest condolences on the loss of your father, Soldier's Name. This concerns the disposition of personal property belonging to Soldier's Name.

I have been appointed the Summary Court Martial Officer to secure and deliver Soldier's Name's property to the person eligible to receive It under Federal Law (Title 10, United States Code, Section 4712), and Army Regulation 638-2, Chapter 19-5 (Care and Disposition of Remains and Disposition of Personal Effects).

When a Soldier is unmarried but has children, his/her eldest child is the recipient of the descendant's property when there is no legal representative. Based on the information available to me at the time and in accordance with Army Regulation 638-2, Chapter 19-8, you are the Person Eligible to Receive Effects.

Please be advised Soldier's Name Personal Effects will be held 45 days from the date of this letter to allow the opportunity for a legal representative to come forward. If I do not receive court documents indicating a legal representative has been appointed for Soldier's Name estate, the Personal Effects will be released on day 46 to the Person Eligible to Receive Effects in accordance with Title 10, United States Code, Section 4712 (copies of the inventory will be included with the personal effects). If you do not wish to receive Soldier's Name Personal Effects, you may relinquish you Person Eligible to Receive Effects rights by signing the enclosed "Release Statement" and returning it to me in the included self-addressed envelope. I have forwarded similar letter to the Soldier's Name's parents, so that they may be aware of these procedures.

The Army does not establish ownership of personal property. It is forwarded to the Person Eligible to Receive Effects to be retained or disposed of in accordance with the laws of the State in which the descendent was a legal resident. Delivery of the property does not in itself vest title in the person receiving it.

We who deal with the disposition of four deceased Soldier's property desire to be fair and humane in this endeavor. By doing so, we feel the Soldier's parents should have the benefit of this advance information.

Figure H-4. Eldest Child Minor 45-day Letter

Your prompt attention to this matter is respectfully requested. For your convenience in replying, a self-addressed envelope, which requires no postage, is enclosed.

Sincerely,

SCMO

- 2 Encls
1. Release Statement
2. Envelope

Figure H-4. Eldest Child Minor 45-day Letter—continued



DEPARTMENT OF THE ARMY
OFFICE ADDRESS

REPLY TO
ATTENTION OF

August 5, 2013

EXECUTER ADDRESS

Dear EXECUTER,

Please accept my deepest condolences on the loss of your NOK, Soldier's Name. This concerns the disposition of personal property belonging to Soldier's Name.

I have been appointed the Summary Court Martial Officer to secure and deliver Soldier's Name property to the person eligible to receive it under Federal Law (Title 10, United States Code, section 4712) and Army Regulation 638-2, Chapter 19-5 (Care and Disposition of Remains and Disposition of Personal Effects).

A legal representative is the first in the order of precedence to receive a Soldier's effects under Army jurisdiction. Soldier's Name appointed you as the executor in his/her Will for his/her estate. In accordance with Army Regulation 638-2, Chapter 19-6, to qualify as the legal representative, you must provide duly certified copies of testamentary letters, letters of administration, or other evidence of final qualifications, issued by a proper court of competent jurisdiction declaring you as the executor or administrator of the estate.

Please be advised that you have 45 days from the date of this letter to provide the appropriate court documents to me. Soldier's Name Personal Effects will be through this period and released on day 46 to the Person Eligible to Receive Effects in accordance with Title 10, United States Code, Section 4712 (copies of the inventory will be available with the effects). If you do not wish to adjudicate the Soldier's Name Will, you may sign the enclosed "Release Statement" and return it to me in the included self-addressed envelope. I have forwarded a similar letter to the other eligible beneficiary, so that he/she may be aware of these procedures.

The Army does not establish ownership of personal property. It is forwarded to the Person Eligible to Receive Effects to be retained or disposed of in accordance with the laws of the State in which the decedent was a legal resident. Delivery of the property does not in itself vest title in the person receiving it. Copies of the inventory will be available with the effects.

Figure H-5. Executor 45-day Letter

We who deal with the disposition of our deceased Soldier's property desire to be fair and humane in this endeavor. By doing so, we feel all interested parties should have the benefit of this advance information.

Your prompt attention to this matter is respectfully requested. For your convenience in replying, a self-addressed envelope, which requires no postage, is enclosed.

Sincerely,

SCMO

- 2 Encls
1. Release Statement
2. Envelope

Figure H-5. Executor 45-day Letter—continued

Glossary

Section I Abbreviations

AD

active duty

AOR

area of responsibility

AR

Army Regulation

ARIMS

Army Records Information Management System

ARNG

Army National Guard

AT

active training

CAC

Casualty Assistance Center

CAO

casualty assistance officer

CDR

commander

CG

commanding general

CMAOC

Casualty and Mortuary Affairs Operations Center

CONUS

continental United States

COR

Contracting Office Representative

DA

Department of the Army

DARNG

Director, Army National Guard

DCIPS

Defense Casualty Information Processing System

DOD

Department of Defense

DFAS

Defense Finance and Accounting Service

DNA

deoxyribonucleic acid

DOD

Department of Defense

FAO

finance and accounting office

GFEBs

General Funds Business Enterprise

GPL

general price list

HHG

household goods

HQDA

Headquarters, Department of the Army

HRC

U.S. Army Human Resources Command

IADT

initial active duty for training

IDPF

individual deceased personnel file

ITO

invitational travel orders

JFTR

Joint Federal Travel Regulation

JTR

Joint Travel Regulation

KIA

killed in action

MACP

Mortuary Affairs Collection Point

MFH

Military Funeral Honors

MTF

medical treatment facility

NOK

next of kin

OCIE

organizational clothing and individual equipment

OCONUS

outside the continental United States

OIC

officer in charge

PADD

person authorized to direct disposition of remains

PCS

permanent change of station

PE

personal effects

PERE

person eligible to receive effects

POW

prisoner of war

SCM

Summary Courts-Martial

SCMO

Summary Courts-Martial Officer

SSN

social security number

TDY

temporary duty

USAR

United States Army Reserve

USC

United States Code

Section II

Terms

Acknowledgement cards

Cards of recognition sent to friends for kindness shown to a deceased's Family.

Active casket bearer

One who carries or attends the casket during the funeral service and at the gravesite.

Active duty

Full-time duty in the active military Services of the United States. A general term applied to all active military Service with the active force without regard to duration or purpose. The term "active duty" also applies to Reserve Officer Training Corps applicants, cadets, and midshipmen participating in practical military training. The term also applies to Service academy cadets, midshipmen, and members of the USAR and ARNG serving on AD, AT, ADT, or active duty for operational support.

Active duty for special work

A tour of active duty for reserve personnel authorized from military and reserve personnel appropriations for work on active or reserve component programs. This includes annual screening, training camp operations, training ship operations, and unit conversion to new weapon systems when such duties are essential. Active duty for special work may also be authorized to support study groups, training sites and exercises, short-term projects, and doing administrative or support functions. By policy, active duty for special work tours are normally limited to 179 days or less in one fiscal year. Tours exceeding 180 days are accountable against active duty end strength.

Active duty for training

A tour of AD which is used for training members of the reserve components to provide trained units and qualified persons to fill the needs of the Armed Forces in time of war or national emergency and such other times as the national security requires. The Servicemember is under orders which provide for return to non-active status when the period of

active duty for training is completed. It includes annual training, special tours of active duty for training, school tours, and the initial duty for training performed by non-prior Servicemembers.

Active Guard Reserve

National Guard and Reserve Servicemembers who are on voluntary active duty providing full-time support to National Guard, reserve, and active component organizations for the purpose of organizing, administering, recruiting, instructing, or training the reserve components.

Active status

Status of all Reserves except those on an inactive status list or in the Retired Reserve. Reservists in an active status may train for points and/or pay and may be considered for promotion.

Administrator of the estate

Person appointed by a civil court to administer the decedent's estate.

Adopted child

Individual whose adoption has been legally completed before the child's 21st birthday. A child for whom the Servicemember has a final decree of adoption.

Adoptive parent

A person who has a final decree of adoption for a child.

Age of majority

18 years of age.

Air tray

A transfer container consisting of a wooden tray with a cardboard covering for the casket.

American Board of Funeral Service Education

A nationally recognized accrediting agency for funeral service education.

Annual training

The minimal period of training reserve Servicemembers must perform each year to satisfy the training requirements associated with their reserve component assignment.

Antemortem identification media

Records, samples, photographs taken prior to death. These include, but are not limited to, fingerprints, dental x-rays, body tissue samples, photographs of tattoos or other identifying marks. These "pre-death" records would be compared against records completed after death to help establish a positive identification of remains.

Apron

The lining attached to the undersurface of the foot panel and/or a component part of the overlay which extends downward into the body of the casket.

Area of responsibility (AOR)

The geographical area associated with a combatant command within which a combatant commander has authority to plan and conduct operations.

Arm

That part of the casket handle that attaches the bar to the lug.

Autopsy (postmortem examination, necropsy)

The dissecting of remains for the purpose of ascertaining the cause of death.

Bar

That part of the casket handle, attached to the lug or the arm, which is grasped by the casketbearers.

Believed to be identification

The status of a name association with any remains until a positive identification has been made by competent authority.

The name association is based upon unscientific evaluation of the casualty incident, certain physical evidence, and witness statements. Used interchangeably with tentative identification.

Beneficiary

The person (or persons) who, according to law or written designation of the Soldier, is entitled to receive certain benefits. A beneficiary may be one person for the death gratuity, while another person may receive the decedent's unpaid pay and allowances. The designation of beneficiaries for death gratuity and unpaid pay and allowances does not, for instance, affect the designation of beneficiaries of life insurance, either commercial or Government sponsored, or for benefits administered by agencies outside the Army. Beneficiaries for life insurance are designated by the insured person on the policies.

Bier

Framework for carrying or supporting a remains or casket

Biohazard

Biological agent or condition that constitutes a hazard to humans.

Blood

Human blood, human blood components, and products made from human blood.

Blue Bark

US military personnel, US citizen civilian employees of the Department of Defense, and the Family members and dependents of both categories who travel in connection with the death of an immediate Family member. It also applies to designated escorts for Family members and dependents of deceased military Servicemembers. Furthermore, the term is used to designate the personal property shipment of a deceased Servicemember.

Body

That portion of the casket shell containing the top body molding, the body panel, the base molding, and casket bottom.

Body lining

Material that drapes the inside perimeter of the body of the casket.

Body panels

The sides and ends of the casket shell.

Body not recovered

The remains of a deceased person have not been recovered by U.S. military authorities.

Body recovered

The remains of a deceased person have been recovered by U.S. military authorities.

Bronze

A metal alloy consisting of 90 percent copper with tin and sometimes zinc comprising the remaining 10 percent.

Brushed

Bare metal, which has been scratched with an abrasive material and finished until a smooth high gloss, is obtained.

Burial

The disposition of human remains by placement underground (in a grave), a crypt, vault or tomb, or at sea.

Burial certificate (burial permit)

A legal paper issued by the local Government authorizing disposition of dead human bodies.

Burial vault

Is a container that houses a casket when it is buried. The burial vault is placed in the grave, the casket is lowered into the vault and a top (lid) is placed onto the vault before the grave is covered. The purpose of the burial vault is to protect the casket from the weight of the earth and the equipment used in the maintenance of the cemetery property. Burial vaults also maintain the beauty of the cemetery by eliminating soil settlement.

Cap (lid)

The topmost part of the casket shell, including the rim (ogee), crown, and pie (fishtail).

Casket

A container, usually constructed of wood, metal or fiberglass, designed to hold human remains; (Federal Trade Commission): a case, or receptacle in which human remains are placed for protection, practical utility, and a suitable memory picture; any box or container of one or more parts in which a dead human body is placed prior to interment, entombment or cremation which may or may not be permanently interred, entombed or cremated with the dead human remains.

Casket coach (funeral coach)

A motor coach designed and used for the conveyance of the casketed remains from place to place.

Casualty

Any person who is lost to the organization by having been declared dead, duty status-whereabouts unknown, missing, ill, or injured. See also Casualty category; Casualty status; Casualty type; Duty status - whereabouts unknown; Hostile casualty; Nonhostile casualty.

Casualty Affairs

Provides for the reporting, recording, and tracking of casualties for whom the Services are responsible by status or Executive Order. Also includes notification, casualty assistance, and other casualty matters as directed by DOD Instruction 1300.18 to Families for entitlements and benefits. For fatalities, provides for final disposition of IDPFs and archiving of case.

Casualty Assistance Center (CAC)

The command assigned geographic responsibility for the area in which: the casualty occurs; the NOK, PADD, PERE, or person authorized funeral travel resides; mortuary services are provided; the receiving funeral home is located; the interment will take place; or military burial honors will be performed.

- a. Home station CAC. The CAC with geographic responsibility for the location of the Soldier's assigned unit.
- b. Honors CAC. The CAC providing military burial honors support at the funeral, interment, or memorial service. Usually the CAC with geographic responsibility for the place where military burial honors will be performed.
- c. Preparing CAC. The CAC contracting for the preparation and transportation of remains when the Army-arranged disposition option is selected.
- d. Receiving CAC. The CAC having geographic responsibility for the location of the receiving funeral home.
- e. Reporting CAC. The CAC having geographic responsibility for submitting the initial casualty report to CDR, HRC (AHRC-PDC).
- f. Shipping CAC. The CAC having geographic responsibility for arranging transportation for the remains after preparation is completed. In most cases, the shipping is the reporting CAC.

Casualty category

A term used to classify specifically a casualty for reporting purposes based upon the casualty type and the casualty status. Casualty categories include killed in action, died of wounds received in action, and wounded in action. See also Casualty; Casualty status; Casualty type; Duty status - whereabouts unknown; Missing.

Casualty status

A term used to classify a casualty for reporting purposes. There are seven casualty statuses: deceased; duty status - whereabouts unknown; missing; very seriously ill/injured; seriously ill/injured; incapacitating illness or injury; and not seriously injured. See also Casualty; Casualty category; Casualty type; Deceased; Duty status - whereabouts unknown; Incapacitating illness or injury; Missing; Not seriously injured; Seriously ill/injured; Very seriously ill/injured.

Casualty type

A term used to identify a casualty for reporting purposes as either a hostile casualty or a nonhostile casualty. See also Casualty; Casualty category; Casualty status; Hostile casualty; Nonhostile casualty.

Cemetery

An area of ground set aside and dedicated for final disposition of the deceased.

Ceremony

A formal or symbolic act or observance; similar to ritual but it may or may not have symbolic content.

Certified copy of death certificate

A legal copy of the original death certificate.

Child

With respect to a Servicemember or former Servicemember of a uniformed Service, means the unmarried legitimate child, unmarried adopted child, unmarried stepchild, or unmarried person who is placed in the home of the Servicemember or former Servicemember by a placement agency (recognized by the Secretary of Defense) in anticipation of the legal adoption of the person by the Servicemember or former Servicemember; and who otherwise meets the requirements specified in paragraph (2)(D) of 10 USC1477.

Chromium nickel

An alloy of chrome and nickel.

Civilian internee

a. A civilian who is interned during armed conflict or occupation for security reasons or for protection or because he or she has committed an offense against the detaining power. b. Persons interned and protected in accordance with the Geneva Convention Relative to the Protection of Civilian Persons in Time of War, 12 August 1949 (Geneva Convention). See also Prisoner of war.

Civilian internee camp

An installation established for the interment and administration of civilian internees.

Civil Law Enforcement Agency

Nonmilitary law enforcement agency with authority to enforce local, State, or Federal law.

Collecting point

A point designated for the assembly of personnel casualties, stragglers, disabled material, salvage, and so forth, for further movement to collecting stations or rear installations.

Columbarium

A structure or room or other space in a building or structure of most durable and lasting fireproof construction, or a plot of earth, containing niches, used, or intended to be used to contain cremated human remains.

Commissioned officer

Officer in any of the Armed Services who holds grade and office under a commission issued by the President.

Committal service

That portion of a funeral service that is conducted at the place of interment or other method of disposition of dead human remains.

Common carrier

One who publicly undertakes to transport from place to place for a stated compensation, the property of any person who may request his or her services up to the capacity of his or her facilities.

Communicable disease

Disease that may be transmitted either directly or indirectly between individuals by an infectious agent.

Conditional bill of sale

A formal instrument for the conveyance or transfer of title to goods and chattels subject to one or more conditions.

Conference of Funeral Service Examining Boards

An organization established in 1904 that is concerned with coordinating the activities related to the structure, test format, and grading process for the National Board Exam. It also serves as a clearing house for licensure information, provides examinations for State boards, and acts as a resource for State laws, rules, and regulations for its membership.

Consignee

The person or business concern to whom a shipment is made.

Consignment

To give to an agent to be cared for or sold.

Consignor

The person or business concern by whom a shipment is made.

Constructive custody

Having the authority to control disposition although another party may have physical possession (of a dead human body).

Contaminated

Marked by the presence or reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated laundry

Laundry that has been soiled with blood or other potentially infectious materials or may contain sharps.

Contaminated remains

Remains of personnel that have absorbed or upon which have been deposited radioactive material, or biological or chemical agents.

Contaminated sharps

Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, and exposed ends of wires.

Continuously hospitalized

A time period beginning at the date of retirement, discharge, or release from active duty and ending with the Soldier's death. During this time period the Soldier must be carried in a patient status by a MTF. Transfer between MTFs, or between types of patient care (inpatient, inpatient subsisting out, domiciliary care, or custodial care) does not interrupt the continuity of the hospitalization period.

Contract

A legally enforceable agreement between parties having capacity to contract whereby certain rights and obligations are created in both parties and for the breach of such duties a party may become liable in law for damages.

Corner

An optional part of the casket hardware that is attached to the four corners of the body panel.

Coroner

A public officer whose chief duty is to investigate death when the question of accident, suicide, or homicide may be evident or where there was no doctor in attendance. Also to hold inquests and affix blame and responsibility.

Cost

The price paid to acquire, produce, accomplish, or maintain anything.

Cotton

The soft, white, downy fibers of the cotton seed.

Creditors

A person or organization to whom money or goods are owed.

Cremate (cremation)

The reduction of a dead human body to inorganic bone fragments by intense heat in a specifically designed retort or chamber.

Cremated remains

Those elements remaining after cremation of a dead human body.

Cremation permit

A certificate issued by local government giving their permission for cremation of the deceased.

Crematory (crematorium)

A furnace or retort for cremating a dead human body; a building that houses a retort.

Crepe

A thin crinkled cloth of silk, rayon, cotton, or wool.

Crinkled

An exterior casket finish in which the metal is coated with a substance that wrinkles as it dries; usually used on less expensive caskets.

Crown

The uppermost part of the cap of the casket, extending from rim to rim.

Crushed interior

A form of casket interior created by placing the lining material on a metal form, weights added, the material steamed and then attached to a suitable upholstery backing material.

Crypt

A chamber of a mausoleum of sufficient size, generally used to contain the casketed remains of a deceased person.

Custodial parent

The parent who received legal custody of child from a civil court. Appropriate court documents have been completed and filed as required by the appropriate civil law.

Death

Cessation of physical life characterized by the absence of metabolism and a total lack of irritability.

Debtors

A person or organization that owes money or goods to another.

Deceased

A casualty status applicable to a person who is either known to have died, determined to have died on the basis of conclusive evidence, or declared to be dead on the basis of a presumptive finding of death. The recovery of remains is not a prerequisite to determining or declaring a person deceased. See also Casualty status.

Decedent's legal residence/domicile

A person's fixed, permanent, and principal home for legal purposes such as voter registration and tax assessment.

Decomposition

Separation of compounds into simpler substances by the action of microbial and/or autolytic enzymes.

Dehydration

Loss of moisture from body tissue that may occur antemortem or postmortem (antemortem: febrile disease, diarrhea, or emesis; postmortem: injection of embalming solution or through absorption by the air).

Dependent

An individual whose relationship to the sponsor leads to entitlement to benefits and privileges, if not prohibited by statute, to include a qualifying same-sex domestic partner and children of the same-sex domestic partner.

Detainee

A term used to refer to any person captured or otherwise detained by an armed force.

Detainee collecting point

A facility or other location where detainees are assembled for subsequent movement to a detainee processing station.

Detainee processing station

A facility or other location where detainees are administratively processed and provided custodial care pending disposition and subsequent release, transfer, or movement to a POW or civilian internee camp.

Directing (actuating)

Regulating the activities or course of activities of an organization; to guide and/or supervise the activities of an organization.

Disaster

A sudden misfortune, resulting in the loss of life and/or property.

Discoloration

Any abnormal color in or on the human body.

Disease and non-battle injury casualty

A person who is not a battle casualty but who is lost to the organization by reason of disease or injury, including persons dying of disease or injury, by reason of being missing where the absence does not appear to be voluntary, or due to enemy action or being interned.

Disinter

To remove from the grave or tomb.

Disposition

This includes temporary interment or temporary storage as directed by the Service or combatant commander and final or permanent disposition, including burial or cremation, as directed by the PADD.

Double seal

A method of sealing that utilizes the principles of the air seal in conjunction with an epoxy material at the junction of the dome and base of the vault.

Duty status - whereabouts unknown

A transitory casualty status, applicable only to military personnel, that is used when the responsible commander suspects the Servicemember may be a casualty whose absence is involuntary, but does not feel sufficient evidence currently exists to make a definite determination of missing or deceased. See also Casualty status.

Embalmer

One who is licensed by a State or States to disinfect, preserve, and restore the dead human body to a natural life-like appearance.

Embossed cloth covered finish

Material having designs raised above the surface.

Emergency

An unforeseen combination of circumstances that results in a need for immediate action.

Emergency interment

An interment, usually on the battlefield, when conditions do not permit either evacuation for interment in an interment site or interment according to national or international legal regulations. See also Group interment; Mortuary Affairs; Temporary interment; Trench interment.

Entombment

The placing of remains in a crypt in a mausoleum.

Environmental Protection Agency

Governmental agency with environmental protection regulatory and enforcement authority.

Estate

The assets and liabilities left by a person at death.

Eulogy

An oration praising an individual, usually after death.

Euthanasia

The act or practice of killing or permitting the death of hopelessly sick or injured domestic animals in a relatively painless manner for reasons of mercy.

Executor

A person appointed by a testator to administer the will, ensuring that final wishes are respected (that is, that the will is properly executed).

Exhumation

An act of disinterring human remains.

Eyes

A special part on certain sealer caskets that is attached to the ogee flange and wedges in the locking device which engages the eyes and pulls the ogee flange downward on the rubber gasket, compressing it against the top body molding flange, thus forming a seal.

Family car

The car set aside for the use of the immediate Family of a deceased individual.

Federal service

A term applied to National Guard Servicemembers and units when called to active duty to serve the Federal Government under Article 1, section 8, and Article II, section 2, of the Constitution and 10 USC 12401 through 10 USC 12408. See also Active duty; Reserve components.

Financial institutions

A bank, savings and loan organization, or other agency that circulates money, grants credit, makes investments, and handles the provisions of a banking facility.

Fold

See Gimp.

Foot panel

A component part of the casket interior which is inside the foot portion of the casket cap.

Friendly fire

In casualty reporting, a casualty circumstance applicable to persons KIA or wounded in action mistakenly or accidentally by friendly forces actively engaged with the enemy, who are directing fire at a hostile force or what is thought to be a hostile force. See also Casualty.

Full couch casket

A casket so designed as to display the deceased from head to foot.

Funds

A sum of money or other resources set aside for a specific objective.

Funeral arrangements

The term applied to completing of the service and financial details of a funeral at the time of need.

Funeral coach

See Casket coach.

Funeral director

An individual licensed by a State or States to prepare dead human remains, other than by embalming, for interment or other means of disposition; the person who conducts funeral services and counsels with survivors.

Funeral home (mortuary)

A building used for the purpose of embalming, conducting funerals and supplying funeral merchandise.

Funeral service

The rites held at the time of disposition of human remains; rites with the body present.

Funeral service management

The administration of a funeral service enterprise, the activities of which encompass marketing, office, personnel, facilities, and financial management

Gauge

A measurement of thickness of metals; the number of sheets of metal necessary to equal approximately one inch of thickness.

Gimp

A strip of metal, plastic, or cloth that is attached to the inside of the panel, covering the area at which point the roll (cove) is anchored.

Grave

An excavation in the earth as a place for interment.

Graves registration program

A program that provides for search, recovery, tentative identification, and evacuation or temporary interment. Temporary interment is only authorized by the geographic combatant commander. Disposition of PE is included in this program. See also Personal effects.

Group interment

An interment in a common grave of two or more individually unidentified remains. See also Emergency interment; Mortuary Affairs; Temporary interment; Trench interment.

Half couch casket

A casket so designed as to display the deceased from the waist up.

Hardwood

Any tough, heavy timber with a compact texture; any deciduous tree (any tree that loses its leaves annually).

Hardwood casket

A casket made of woods that are heavy, close-grained, resistant woods, that are the ultimate in wood caskets and among the most expensive to purchase.

Head panel

A component part of the casket interior which is inside the head portion of the cap; no distinction is made between the head panel and the foot panel in full couch caskets.

Home

A person's legal or permanent residence as distinguished from place of temporary abode.

Home station

The permanent location of active duty units and reserve component units (for example, location of armory or reserve center). See also Active duty; Reserve components.

Hostile casualty

A person who is the victim of a terrorist activity or who becomes a casualty "in action." "In action" characterizes the casualty as having been the direct result of hostile action, sustained in combat or relating thereto, or sustained going to or returning from a combat mission provided that the occurrence was directly related to hostile action. Included are persons killed or wounded mistakenly or accidentally by friendly fire directed at a hostile force or what is thought to be a hostile force. However, not to be considered as sustained in action and not to be interpreted as hostile casualties are injuries or death due to the elements, self-inflicted wounds, combat fatigue, and, except in unusual cases, wounds or death inflicted by a friendly force while the individual is in an absent without leave, deserter, or dropped from rolls status or is voluntarily absent from a place of duty. See also Casualty; Casualty type; Nonhostile casualty.

Household goods (HHG)

All personal property associated with the home and all PE belonging to a Servicemember and the Servicemember's Family members or dependents which can be legally accepted and transported by an authorized commercial carrier in accordance with the rules and regulations established or approved by an appropriate Federal or State regulatory authority.

Inactive duty training

Authorized training performed by a Servicemember of a reserve component not on active duty or active duty for training and consisting of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for reserve component personnel

by the Secretary concerned, and performed by them in connection with the prescribed activities of the organization in which they are assigned with or without pay. Does not include work or study associated with correspondence courses. See also Active duty for training.

Inactive National Guard

Army National Guard personnel in an inactive status not in the Selected Reserve who are attached to a specific National Guard unit but do not participate in training activities. Upon mobilization, they will mobilize with their units. In order for these personnel to remain Servicemembers of the Inactive National Guard, they must muster once a year with their assigned unit. Like the Individual Ready Reserve, all Servicemembers of the Inactive National Guard have legal, contractual obligations. Servicemembers of the inactive National Guard may not train for retirement credit or pay and are not eligible for promotion. See also Individual Ready Reserve and Selected Reserve.

Inactive status

Status of reserve Servicemembers on an inactive status list of a ferserve component or assigned to the Inactive Army National Guard. Those in an inactive status may not train for points or pay, and may not be considered for promotion.

In camp or quarters

A military station, post, installation (to include leased facilities), unit areas in the field, or other place under the control or jurisdiction of a United States Armed Service.

Incapacitating illness or injury

The casualty status of a person: (a) Whose illness or injury requires hospitalization but medical authority does not classify as very seriously ill/injured; or (b) Seriously ill/injured and the illness or injury makes the person physically or mentally unable to communicate with the next of kin. See also Casualty status.

Incidents

Brief clashes or other military disturbances generally of a transitory nature and not involving protracted hostilities.

Indigent

Lack the necessities of life; needy, poor, pauper.

Individual Ready Reserve

The Individual Ready Reserve (IRR) is a manpower pool of individuals who have already received military training, either in the Active Component or in the Selected Reserve. Members of the IRR can volunteer for training or active duty assignments, and they can also be involuntarily ordered to active duty under a Partial Mobilization or a Full Mobilization.

Infant

Child less than 1 year of age.

Inhume

See Inter.

Inhument

See Interment.

Injury

Conditions such as fractures, wounds, sprains, strains, dislocations, concussions, and compressions. In addition, it includes conditions resulting from extremes of temperature or prolonged exposure. Acute poisonings, except those due to contaminated food, resulting from exposure to a toxic or poisonous substance are also classed as injuries.

Inner panels

Functional or ornamental covering that usually covers the foot end of the casket in the full couch casket; may be located at both the head and foot of the full couch casket.

Inpatient status

Any patient status in a medical treatment facility other than "carded for record only."

Inquest

An official inquiry or examination to determine the cause of death.

Inter

Bury in the ground.

Interment

Act of placing a dead human body in the ground (see Burial).

Killed in action (KIA)

A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who is killed outright or who dies as a result of wounds or other injuries before reaching a medical treatment facility (see also Casualty category).

Legal representative

An administrator or executor of a decedent's estate who has been duly appointed or approved by an appropriate court.

Lien holder

An individual who holds a charge upon real or personal property for the satisfaction of a debit.

Loco-parentis

In the place of or instead of a parent charged factitiously with a parent's duties and responsibilities. The natural father or mother, father or mother through adoption, or person who stood in relationship of a parent to the deceased for a period of at least 5 years prior to the Soldier reaching 18 years of age.

Mass casualty

Any large number of casualties produced in a relatively short period of time, usually as the result of a single incident such as a military aircraft accident, hurricane, flood, earthquake, or armed attack that exceeds local logistical support capabilities. See also Casualty.

Medical Examiner

A physician officially authorized by a governmental unit to ascertain causes of deaths [through post mortem examination], especially those not occurring under natural circumstances.

Memorial services

Services conducted, with or without honors, for deceased personnel whose remains are non-recoverable.

Military Law Enforcement Agency

An Armed Forces agency compelled to enforce military rules, regulations, and statutes.

Military operations other than war

Operations that encompass the use of military capabilities across the range of military operations short of war. These military actions can be applied to complement any combination of the other instruments of national power and occur before, during, and after war.

Missing

A casualty status for which the United States Code provides statutory guidance concerning missing Servicemembers of the military Services. Excluded are personnel who are in an absent without leave, deserter, or dropped from rolls status. A person declared missing is categorized as follows:

- a.* Beleaguered. The casualty is a member of an organized element that has been surrounded by a hostile force to prevent escape of its members.
- b.* Besieged. The casualty is a member of an organized element that has been surrounded by a hostile force for compelling it to surrender.
- c.* Captured. The casualty has been seized as the result of action of an unfriendly military or paramilitary force in a foreign country.
- d.* Detained. The casualty is prevented from proceeding or is restrained in custody for alleged violation of international law or other reason claimed by the government or group under which the person is being held.
- e.* Interned. The casualty is definitely known to have been taken into custody of a nonbelligerent foreign power as the result of and for reasons arising out of any armed conflict in which the Armed Forces of the United States are engaged.
- f.* Missing. The casualty is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown.
- g.* Missing in action. The casualty is a hostile casualty, other than the victim of a terrorist activity, who is not present at his or her duty location due to apparent involuntary reasons and whose location is unknown.

h. See also Casualty category and Casualty status.

Missing in action

See Missing.

Mortuary Affairs

Encompasses the search for, recovery, tentative identification, preparation, disposition of remains, and assistance to eligible Family members of persons for whom the Services are responsible by statute and Executive Order. This includes, but is not limited to, movement of remains for identification; preparation of remains; securing and shipment of PE and property; transportation of remains and escort; all entitled NOK and PADD travel; military funeral honors; and payment of reimbursement for all eligible funeral and/or travel expenses.

Negotiable instruments

Items of monetary exchange such as traveler's checks, money orders, and U.S. bonds that can readily be transferred in ownership and negotiated at a later date. A formal legal document that is transferable from one person to another so that title passes to the transferee.

Non-hostile casualty

A person who becomes a casualty due to circumstances not directly attributable to hostile action or terrorist activity. Casualties due to the elements, self-inflicted wounds, and combat fatigue are non-hostile casualties. See also Casualty; Casualty type; Hostile casualty.

Not seriously injured

The casualty status of a person whose injury may or may not require hospitalization; medical authority does not classify as very seriously injured, seriously injured, or incapacitating illness or injury; and the person can communicate with the NOK. See also Casualty status.

Occupational Safety and Health Administration

A governmental agency with the responsibility for regulation and enforcement of safety and health matters for most U.S. employees. An individual State Occupational Safety and Health Administration agency may supersede the U.S. Department of Labor Occupational Safety and Health Administration regulations.

Organizational equipment

Referring to method of use, signifies that equipment, other than individual equipment, which is used in furtherance of the common mission of an organization or unit.

Other preparation of remains

The professional services performed by the preparing mortuary to prepare the remains when the remains are not embalmed (such as setting facial features, washing, disinfecting, and so forth) or those primary care services performed by the receiving funeral home to reprocess the remains for viewing purposes.

Outside the United States (OCONUS)

Any geographic location not within the continental United States

Personal effects

All privately owned moveable, personal property of an individual such as: items found on the deceased, HHG, jewelry, toiletries, clothing, motor vehicles, mobile homes, professional books, papers and equipment, cash, stock and bond certificates, and negotiable instruments.

Person eligible to receive effects

The person authorized to receive the deceased or missing person's PE as prescribed by AR 638-2.

Personnel category

The person's military component, type of Government civilian employment, sponsorship by the Government, or citizenship status.

Personnel status

The person's duty status at the time of the incident; duty, absent without leave, deserter, or undetermined.

Presumptive finding of death

A declaration by the military Service Secretary or designee of the military Service concerned, based upon a recommendation by a board or other official body that a person who was placed in a missing casualty status is dead.

Prima facie valid

Legally sufficient to establish a fact or a case.

Primary Next of Kin

The person most closely related to the casualty is considered PNOK for casualty notification and assistance purposes, decisions pertaining to media access, receiving reports of investigation and updates, and inclusion on the DD Form 1300. The unmarried surviving spouse or, in appropriate cases, the same-sex domestic partner is PNOK. The term “primary next of kin” in the case of missing persons means the individual authorized to direct disposition of the remains (see 10 USC 655 and 10 USC 1513).

Prisoner of war

A detained person as defined in Articles 4 and 5 of the Geneva Convention Relative to the Treatment of Prisoners of War of August 12, 1949. In particular, one who, while engaged in combat under orders of his or her government, is captured by the armed forces of the enemy. As such, he or she is entitled to the combatant’s privilege of immunity from the municipal law of the capturing state for warlike acts which do not amount to breaches of the law of armed conflict. For example, a prisoner of war may be, but is not limited to, any person belonging to one of the following categories who has fallen into the power of the enemy: a member of the armed forces, organized militia, or volunteer corps; a person who accompanies the armed forces without actually being a member thereof; a member of a merchant marine or civilian aircraft crew not qualifying for more favorable treatment; or individuals who, on the approach of the enemy, spontaneously take up arms to resist the invading forces.

Probate

The formal certificate given by a court that certifies that a will has been proven, validated and registered and which, from that point on, gives the executor the legal authority to execute the will. A “probate court” is a name given to the court that has this power to ratify wills.

Public sale

A sale of property to the highest bidder of the general public.

Ready Reserve

The Selected Reserve, Individual Ready Reserve, and Inactive National Guard liable for active duty as prescribed by law (10 USC 10142, 12301, and 12302). See also Active duty; Inactive National Guard; Individual Ready Reserve; Selected Reserve.

Receiving funeral home

The commercial mortuary service provider engaged by the PADD to provide funeral and interment services.

Reserve component category

The category that identifies an individual’s status in a reserve component. The three reserve component categories are Ready Reserve, Standby Reserve, and Retired Reserve. Each reservist is identified by a specific reserve component category designation.

Reserve components

Reserve components of the Armed Forces of the United States are—

- a. Army National Guard of the United States.
- b. Army Reserve.
- c. Naval Reserve.
- d. Marine Corps Reserve.
- e. Air National Guard of the United States.
- f. Air Force Reserve.
- g. Coast Guard Reserve.

Retired Reserve

All Reserve Servicemembers who receive retirement pay on the basis of their active duty and/or Reserve Service; those Servicemembers who are otherwise eligible for retirement pay but have not reached age 60 and who have not elected

discharge and are not voluntary Servicemembers of the Ready or Standby Reserve. See also Active duty; Ready Reserve; Standby Reserve.

Returned to military control

The status of a person whose casualty status of duty status-whereabouts unknown or missing has been changed due to the person's return or recovery by U.S. military authority. See also Casualty status; Duty status - whereabouts unknown; Missing.

Selected Reserve

Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserves. All Selected Reservists are in an active status. The Selected Reserve also includes persons performing initial active duty for training. See also Ready Reserve.

Seriously ill/injured

The casualty status of a person whose illness or injury is classified by medical authority to be of such severity that there is cause for immediate concern, but there is not imminent danger to life. See also Casualty status.

Seriously wounded

A casualty whose injuries or illness are of such severity that the patient is rendered unable to walk or sit, thereby requiring a litter for movement and evacuation.

Service representative

Any individual, either military or DA civilian, duly appointed to represent DA, for an assigned mission. Within the Casualty and Mortuary Affairs, is an individual appointed to represent the Army in dealings with the NOK of casualties.

Slightly wounded

A casualty whose injuries or illness are relatively minor, permitting the patient to walk and/or sit.

Standby Reserve

Those units and members of the reserve components (other than those in the Ready Reserve or Retired Reserve) who are liable for active duty only, as provided in 10 USC 10151, 12301, and 12306. See also Active duty; Ready Reserve; Reserve components; Retired Reserve.

Supporting installation

Army installations located within a CAC AOR but not an integral part of the CAC organization. Supporting installations provide local resources to the CAC.

Temporary interment

A site for the purpose of:

- a. The interment of the remains if the circumstances permit.
- b. The reburial of remains exhumed from an emergency interment.
- c. See also Emergency interment; Group interment; Mortuary Affairs; Trench interment.

Tentative identification

See Believed to be identification.

Terrorism

The unlawful use or threatened use of force or violence against individuals or property to coerce or intimidate governments or societies, often to achieve political, religious, or ideological objectives. A victim of a terrorist act directed against the United States or its allies is a hostile casualty.

Testator

A person who dies with a valid will.

Training period

An authorized and scheduled regular inactive duty training period. A training period must be at least 2 hours for retirement point credit and 4 hours for pay. Previously used interchangeably with other common terms such as drills, drill period, assemblies, periods of instruction, and so forth.

Trench interment

A method of interment in which remains are placed head-to-toe. Used only for temporary multiple burials. See also Emergency interment; Group interment; Mortuary Affairs; Temporary interment.

Unaccompanied baggage

Suitcases, trunks, or luggage not in association or possession of the decedent.

Unaccounted for

An inclusive term (not a casualty status) applicable to personnel whose person or remains are not recovered or otherwise accounted for following hostile action. Commonly used when referring to personnel who are KIA and whose bodies are not recovered. See also Casualty; Casualty category; Casualty status; Casualty type.

Universal precautions

An approach to infection control in which all human blood and certain human body fluids are treated as if they are contaminated with human immunodeficiency virus, hepatitis B virus, and other bloodborne pathogens.

United States Armed Forces

Used to denote collectively only the regular components of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

United States civil authorities

Those elected and appointed public officials and employees who constitute the Governments of the 50 States, District of Columbia, Commonwealth of Puerto Rico, United States possessions and territories, and political subdivisions thereof.

Unit training assembly

An authorized and scheduled period of unit inactive duty training of a prescribed length of time.

Unmarried spouse

A widow or widower who has remarried and through annulment, divorce, or death is no longer married.

Un-remarried spouse

A widow or widower of a deceased Soldier who has not remarried.

Very seriously ill/injured

The casualty status of a person whose illness or injury is classified by medical authority to be of such severity that life is imminently endangered. See also Casualty status.

Voluntary training

Training in a non-pay status for individual Ready Reservists and active status Standby Reservists. Participation in voluntary training is for retirement points only and may be achieved by training with Selected Reserve or voluntary training units; by active duty for training; by completion of authorized military correspondence courses; by attendance at designated courses of instruction; by performing equivalent duty; by participation in special military and professional events designated by the military Departments; or by participation in authorized Civil Defense activities. Retirees may voluntarily train with organizations to which they are properly pre-assigned by orders for recall to active duty in a national emergency or declaration of war. Such training shall be limited to that training made available within the resources authorized by the Secretary concerned.

Will

A written and signed statement, made by an individual, that provides for the disposition of his or her property when he or she dies.

Within the United States

Any geographic location within the 50 States, District of Columbia, Commonwealth of Puerto Rico, and the territories and possessions of the United States (10 USC 101).

Wounded

See Seriously wounded; Slightly wounded.

Wounded in action

A casualty category applicable to a hostile casualty, other than the victim of a terrorist activity, who has incurred an

injury due to an external agent or cause. The term encompasses all kinds of wounds and other injuries incurred in action, whether there is a piercing of the body, as in a penetration or perforated wound, or none, as in the contused wound. These include fractures, burns, blast concussions, all effects of biological and chemical warfare agents, and the effects of an exposure to ionizing radiation or any other destructive weapon or agent. The hostile casualty's status may be categorized as "very seriously ill/injured," "seriously ill/injured," "incapacitating illness or injury," or "not seriously injured." See also Casualty category.

Section III

Special Abbreviations and Terms

Unless indicated otherwise these terms are from Robert G. Mayer's *Embalming History, Theory, and Practice* (Norwalk, CN: Appleton & Lange, 1990).

Abrasion

Antemortem injuries resulting from friction of the skin against a firm object and causing removal of the epidermis.

Accessory chemicals

Chemicals used in addition to vascular (arterial) and cavity embalming fluids. Include but are not limited to hardening compounds, preservative powders, sealing agents, mold-preventive agents, and compress application agents.

Acquired immunodeficiency syndrome

Specific group of diseases or conditions that are indicative of severe immunosuppression related to infection with the human immunodeficiency virus. Persons who died with acquired immunodeficiency syndrome may exhibit conditions such as wasting syndrome, extrapulmonary tuberculosis, and Kaposi's sarcoma.

Aerobic

In the presence of free oxygen.

Anaerobic

In the absence of free oxygen.

Antemortem

Before death.

Anticoagulant fluid

Ingredient of embalming fluids that retards the natural postmortem tendency of blood to become more viscous or prevents adverse reactions between blood and other embalming chemicals.

Arterial (vascular) fluid

Concentrated, preservative, embalming chemical that is diluted with water to form the arterial solution for injection into the arterial system during vascular embalming. Using the body's own vascular system (arteries, veins, and capillaries), embalming fluid flows to all parts of the body, penetrating into and preserving muscle, skin, and organs.

Arterial solution

Mixture of arterial (vascular) fluid and water used for the arterial injection. May include supplemental fluids.

Aspiration

Withdrawal of gas, fluids, and semisolid from body cavities and hollow viscera by means of suction with an aspirator and a trocar.

Autopsy

Postmortem examination of the organs and tissues of a body to determine cause of death or pathological condition.

Bloodborne pathogens

Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to hepatitis B virus and human immunodeficiency virus .

Blood discoloration

Discoloration resulting from changes in blood composition, content, or location, either intravascularly or extravascularly.

Cadaveric lividity

Postmortem intravascular red-blue discoloration resulting from hypostasis of blood.

Cavity fluid

Embalming chemical that is injected into a body cavity following aspiration in cavity embalming. Cavity fluid can also be used as the chemical in hypodermic and surface embalming.

Coagulating agents

Chemical and physical agents that bring about coagulation.

Cosmetic fluid

Embalming fluid that contains active dyes and coloring agents intended to restore a more natural skin tone through the embalming process.

Coverall

Plastic garment designed to cover the body from the chest down to the upper thigh.

Cranial embalming

Method used to embalm the contents of the cranial cavity through aspiration and injection of the cranial chamber by passage of a trocar through the cribriform plate.

Creutzfeldt-Jakob disease

Disease of the central nervous system with unknown etiology, assumed to be a slow virus. Because etiology is unknown, caregivers using invasive procedures use extreme caution.

Desiccation

Process of drying out.

Desquamation (skin-slip)

Sloughing off of the epidermis, wherein there is a separation of the epidermis from the underlying dermis.

Edema

Abnormal accumulation of fluids in tissue or body cavities.

Embalming

Process of chemically treating the dead human body to reduce the presence and growth of microorganisms, retard organic decomposition, and restore an acceptable physical appearance. There are four types of embalming:

a. Cavity embalming. Direct treatment, other than vascular (arterial) embalming, of the contents of the body cavities and the lumina of the hollow viscera. Usually accomplished by aspiration and then injection of chemicals using a trocar.

b. Hypodermic embalming. Injection of embalming chemicals directly into the tissues through the use of a syringe and needle or a trocar.

c. Surface embalming. Direct contact of body tissues with embalming chemicals.

d. Vascular (arterial) embalming. Use of the blood vascular system of the body for temporary preservation, disinfection, and restoration. Usually accomplished through injection of embalming solutions into the arteries and drainage from the veins.

Embalming analysis (case analysis)

That consideration given to the dead body prior to, during, and after the embalming procedure is completed. Documentation is recommended.

Firming

Rigidity of tissue due to chemical reaction.

Fixation

Act of making tissue rigid. Solidification of a compound.

Formaldehyde (HCHO)

Colorless, strong-smelling gas that, when used in solution, is a powerful preservative and disinfectant. Potential occupational carcinogen.

Formaldehyde gray

Gray discoloration of the body caused by the reaction of formaldehyde from the embalming process with hemoglobin to form methylhemoglobin.

Hardening compound

Chemical in powder form that has the ability to absorb and to disinfect. Often used in cavity treatment of autopsied cases.

Hematoma

A swelling or mass of clotted blood caused by a ruptured blood vessel and confined to an organ or space.

Humectant

Chemical that increases the ability of embalmed tissue to retain moisture.

Hypodermic embalming

See Embalming.

Injection

Act or instance of forcing a fluid into the vascular system or directly into tissues.

Laceration

Wound characterized by irregular tearing of tissue.

Lesion

Any change in structure produced during the course of a disease or injury.

Maggot

Larva of an insect, especially a flying insect.

Masking agent

See Perfuming agents.

Massage

Manipulation of tissue in the course of preparation of the body.

Modifying agents

Chemicals for which there may be greatly varying demands predicated on the type of embalming, the environment, and the embalming fluid to be used.

Moribund

In a dying state. In the agonal period.

Multiple-site

Multipoint injection. Vascular injection from two or more arteries.

Necropsy

See Autopsy.

One-point injection

Injection and drainage from one location.

Opaque cosmetic

A cosmetic medium able to cover or hide skin discolorations.

Palpate

To examine by touch.

Perfuming agents (masking agents)

Chemicals found in embalming arterial formulations having the capability of displacing an unpleasant odor or of altering an unpleasant odor so that it is converted to a more pleasant one.

Petechia

Antemortem, pinpoint, extravascular blood discoloration visible as purplish hemorrhages of the skin.

Postmortem

Period that begins after somatic death.

Postmortem examination

See Autopsy.

Postmortem stain

Extravascular color change that occurs when heme, released by hemolysis of red blood cells, seeps through the vessel walls and into the body tissues.

Preinjection fluid

Fluid injected primarily to prepare the vascular system and body tissues for the injection of the preservative vascular (arterial) solution. This solution is injected before the preservative vascular solution is injected.

Preparation room

That area or facility wherein embalming, dressing, cosmetizing, or other body preparation is affected.

Preservation

See Temporary preservation.

Purge

Postmortem evacuation of any substance from an external orifice of the body as a result of pressure.

Putrefaction

Decomposition of proteins by the action of enzymes from anaerobic bacteria.

Restoration

Treatment of the deceased in the attempt to recreate natural form and color.

Restorative fluid (humectant)

Supplemental fluid, used with the regular arterial solution, whose purpose is to retain body moisture and retard dehydration.

Sealing agents

Agents that provide a barrier or seal against any leakage of fluid or blood.

Sign of death

Manifestation of death in the body.

Stillborn

Dead at birth. A product of conception either expelled or extracted dead.

Surface discoloration

Discoloration due to the deposit of matter on the skin surface. These discolorations may occur antemortem or during or after embalming of the body. Examples are adhesive tape, ink, iodine, paint, and tobacco stains.

Surface embalming

See Embalming.

Temporary preservation

Science of treating the body chemically so as to temporarily inhibit decomposition.

Terminal disinfection

Institution of disinfection and decontamination measures after preparation of the remains.

Thanatology

Study of death.

Tissue gas

Postmortem accumulation of gas in tissues or cavities.

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